



**Technical and
Further Education
(TAFE)
Handbook**

2005

A database containing all course information in this Handbook is on the University's website at: www.vu.edu.au.

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Caution: This *Handbook* provides a guide to Technical and Further Education courses available within the Division of TAFE at the University in 2005. The Handbook cannot hope to cover all of the various options adequately, although it attempts to be as accurate as possible. Students should always check with the relevant school officers when planning their courses. The Handbook also includes descriptions of courses that may be altered later or that may not in fact be offered due to insufficient enrolments or changes in teaching personnel. The fact that details of a course are included in the Handbook can in no way be taken as creating an obligation on the part of the University, faculty or school to teach it in any given year, or to teach it in the manner described. The University reserves the right to discontinue or vary courses at any time without notice.

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How to use this book

Welcome to the *Victoria University TAFE Handbook 2005*. The *Handbook* is designed to provide students with detailed information on course structure, module/unit content, on-campus facilities and University regulations and procedures required for the successful completion of study.

The introduction to this handbook lists all courses offered by the TAFE Division of Victoria University.

The General Course Information section outlines useful information specific to TAFE regarding application procedures, fees and charges, the Australian Qualifications Framework, articulation, recognition of qualifications and other services available to students.

The sections on the various Schools within the TAFE Division outline the requirements and structure of all courses offered by individual Departments within each School. The course outlines are followed by the Unit of Study Details chapter, which gives detailed descriptions of all modules/units offered. The modules/units are listed in alphanumeric order according to their unit of study code.

The back sections of the *Handbook* include useful information about articulation and credit transfer, recognition of prior learning, admission and enrolment procedures and services available to students. There is also a list of all courses offered by Victoria University in 2005, including higher education courses.

Handbook on the web

A database containing all course information in this handbook is on the University's website at: www.vu.edu.au. Course details and information are regularly updated on the website.

Please Note

The attention of all students and prospective students is drawn to the possibility that due to circumstances that presently cannot be foreseen, the details of the programs, courses and modules/units set out in the Handbook may change after the date of publication. Accordingly, before final decisions are made or enrolment occurs based on information contained in the Handbook, each student or prospective student should contact the Centre for Commencing Students on (03) 9919 4110 to ensure that the pertinent information is still accurate.

Victoria University – TAFE



Professor John McCallum
Deputy Vice-Chancellor (Education Programs) and Director TAFE

TAFE at Victoria University provides award-winning vocational education and training for a wide range of skilled occupations. We provide a comprehensive range of up-to-date and industry relevant courses that develop academic, practical and personal skills. Our TAFE graduates enjoy excellent employment prospects. In 2004, more than twenty-nine thousand students chose to enrol in TAFE courses at Victoria University, making it the second largest provider of vocational education and training in Victoria.

The 2004 Australian Vocational Student of the Year award was won by Victoria University TAFE student, Greg Wareham. Operations Manager for G&K O'Connor Pty Ltd, a large beef exporting company, Greg studied the Diploma of Meat Processing MTM50100. Greg was also named the 2004 Victorian Vocational Student of the year. Another Victoria University TAFE student, Vanessa Wood, was named 2003 Australian Vocational Student of the Year.

TAFE at Victoria University is organised into four Schools with courses delivered by the following Departments:

School of Business, Hospitality and Personal Services

- Department of Administrative and Legal Studies
- Department of Financial Services
- Department of Hospitality and Tourism
- Department of Management and Marketing
- Department of Personal Services
- Western Business Enterprise Centre

School of Engineering, Construction and Industrial Skills

- Automotive Technology Unit
- Department of Building and Construction
- Department of Building Services and Special Trades
- Department of Computer Systems and Electronics
- Department of Engineering Technology
- Industrial Skills Training Centre

School of Further Education, Arts and Employment Services

- Department of Access Programs
- Department of Employment and Training Services
- Department of Further Education Programs
- Department of Music
- Department of Visual Art, Design and Multimedia
- Department of Vocational Education Programs

School of Human Services, Science and Technology

- Department of Child Studies
- Department of Health Services
- Department of Information Technology
- Department of Science and Biotechnology
- Department of Social and Community Studies
- Department of Sport, Recreation and Performance.

Other programs and services conducted by TAFE include:

- Curriculum Innovation and Development
- Short Courses
- English Language Institute
- International
- Workplace Learning Melbourne West.

TAFE courses are offered at 10 of Victoria University's 13 campuses – City King and City Flinders in the Melbourne CBD, Footscray Nicholson, Melton, Newport, South Melbourne, St Albans, Sunbury, Sunshine and Werribee – as well as in many businesses and enterprises locally, interstate and internationally. The campuses offer a personalised learning environment, excellent facilities and equipment, and a broad range of student support services.

Certificate, Diploma and Advanced Diploma courses offered by TAFE are in high demand. Victoria University is the largest provider of vocational training in Business; Community Services; Hairdressing and Beauty; Nursing; Painting and Decorating; Sign Technology; Transport, Distribution and Logistics in Victoria. In addition, more than 150 short courses including recreational and personal development courses are offered, as well as courses in essential business and employment skills.

Most TAFE courses sit within pathways which allow students to progress to higher levels of study and to receive recognition for studies completed successfully. This linking of programs at different levels, known as articulation, provides people with study choices at various stages of their professional development. Victoria University is committed to life-long learning and articulation. We encourage people to continue their education by providing easily understood pathways, and by giving them credit for existing skills or previous education and training.

TAFE at Victoria University delivers customised training services directly to industry, either in the workplace or in other locations specified by the client. Training methods include internet-based and other flexible and innovative forms of delivery. The Division has developed considerable expertise and an outstanding reputation for its flexible delivery methods and workplace-based training. The internationally recognised Australian Quality Training Framework (AQTF) provides a guarantee of quality delivery and the industry relevance of the training delivered.

TAFE has developed innovative programs for diverse industries and interests such as Accounting; Aged Care; Building and Construction and related trades; Library and Cultural Studies; Multimedia; Music Industry; Naturopathy; Sport Development in Golf and Tennis; Transport, Distribution and Logistics; Youth Programs; VET in Schools; and in partnership with key industry and community bodies.

Victoria University together with the Murray Mallee Training Company and the Horn of African Communities Network jointly won the national 2004 Diversity@work Award for the Employment and Inclusion of Culturally and Linguistically Diverse Australians (CALD) category. TAFE delivers training for the Community Regional Industry Skills Program which provides migrant/refugee communities from the Horn of Africa located in areas of high unemployment in Melbourne with training, support and opportunities to relocate to the irrigation belt in the Murray Mallee/Riverina region where work is readily available.

I invite all prospective and continuing students, industry and commercial clients and community groups to engage with TAFE at Victoria University and look forward to a mutually successful relationship.

Professor John McCallum

Deputy Vice-Chancellor (Education Programs) and Director TAFE

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Lynda White BJ/LLB, GradDipEd&Train(Hons)

Helen Young

Administrative Officer

Mary Crook CertIVAssmt&WrkplcTrain*VicMelb*

Administrative Assistant

Kim Cyrulo BEd*VicMelb*

Department of Sport, Recreation and Performance

Head of Department

Jane McLennan BAppSc*VicMelb*, CertIVAssmt&WrkplcTrain*VicMelb*

Program Managers

Michael Collins BEd*VicCollege*, DipFrtlineMgt,
 CertIVAssmt&WrkplcTrain*VicMelb*

Teachers

Oliver Allan BRecMgt *VicMelb*, CertIVAssmt&WrkplcTrain*VicMelb*

Nathan Bower BEd*Deakin*, CertIVAssmt&WrkplcTrain*VicMelb*

Bruce Davis CertIVAssmt&WrkplcTrain*VicMelb*

Wenda Donaldson BAppSc*Swin*, GradCertACEAIS,

GradCertBusMgt*Monash*, CertIVAssmt&WrkplcTrain*VicMelb*

James Durnan CertIVAssmt&WrkplcTrain*VicMelb*

Rachel Fantuzzo BAppSci, BEd *VicMelb*,

CertIVAssmt&WrkplcTrain*VicMelb*

Anna Gibney BSS *VicMelb*, Grad Dip Ed*HawthInst*,

GradDipExRehab*Lincoln*, Cert Massage,

CertIVAssmt&WrkplcTrain*VicMelb*

Lisa Laidlaw CertIVAssmt&WrkplcTrain*VicMelb*

Koya Marney BAppScHumMvmnt*VicMelb*, GradDipSecEd,

CertIVAssmt&WrkplcTrain*VicMelb*

Rob McPhail DipRec, BApp Sci *VicMelb*,

CertIVAssmt&WrkplcTrain*VicMelb*

Michelle Pain, PhD, MEd, DipEd*Monash*,
CertIVAssmt&WrkplcTrain*VicMelb*

Daryl Pellizzer BEd*Rusden*, CertIVAssmt&WrkplcTrain*VicMelb*

Kathy Roberts BSc*Minnesota*, CertIVAssmt&WrkplcTrain*VicMelb*

David Spark GradDipRec&SportMgt,
CertIVAssmt&WrkplcTrain*VicMelb*

Jo Trevathan

Robert Utber BAP*Phillip*, CertIVAssmt&WrkplcTrain*VicMelb*

Administrative Officers

Laura Conroy

Teya Hendrey

General Course Information

Access and Equity

The University believes that all students and staff have the right to study and work in a positive environment which values diversity and protects all members of the community from any form of discrimination or harassment. The University is committed to, and all staff are responsible for, achieving access, equity and excellence in tertiary education. Accordingly, the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of prospective students. Students with a disability should contact Disability Services and ascertain what assistance may be available to them. Moondani Balluk offers a range of supports for Indigenous Australian students. For further details visit Victoria University's web site: www.vu.edu.au/equity or contact the Equity and Social Justice Branch on (03) 9919 2193. E-mails can be sent, as appropriate, to equity@vu.edu.au, disability@vu.edu.au or moondani.balluk@vu.edu.au

Application Procedures

Applicants for full-time entry into courses which have a minimum entry requirement of satisfactory completion of Year 12 (VCE or equivalent) would generally apply through the Victorian Tertiary Admission Centre (VTAC) system. Check the most recent VTAC Guide for details.

All other applicants must apply directly to Victoria University. Submission dates for applications for entry to TAFE courses vary. Application forms and details of dates for individual courses are available from the Admissions Office (03) 9919 2286 or the campus closest to your home or work. For further details visit Victoria University's web site: www.vu.edu.au.

Applicants without the specified educational prerequisites may be eligible to enter courses if they have relevant work experience and/or can demonstrate their potential to successfully complete their chosen course.

Enrolment Processes

Applicants offered a place in a course will need to enrol by attending a scheduled enrolment session or via mail (if applicable). Further information about enrolment processes can be obtained from respective Departments or at www.vu.edu.au/Services/Student_Administration.

New Apprenticeships and Traineeships

Information regarding Apprenticeships and Traineeships is available from the New Apprenticeship Centre, Footscray Nicholson Campus, Telephone: (03) 9919 8533.

Portfolio Partnership Program and Alternative Entry

The Portfolio Partnership Program (PPP) is an alternative entry program to Victoria University's most popular courses. It requires applicants to submit a portfolio of evidence about themselves and for their schools to provide a recommendation of the applicants.

This alternative entry scheme is only available to students attending a Victoria University partnership school in the Western Metropolitan Region, City of Hume, Macedon Ranges and Moorabool Shire. Applications are limited to 10 per cent of the Year 12 students in each partnership school.

Victoria University will work with the prospective student to determine the sector (TAFE or Higher Education), the course and the campus that is most suitable for the applicant, taking into account a number of factors.

For more information about study pathways and alternative entry programs offered by the University contact the Centre for Commencing Students on (03) 9919 4110.

TAFE Fees & Charges

TAFE Tuition Fee and University General Services Fee

Fees will be implemented in line with Ministerial Directions. For 2005, a tuition contribution of \$1.28 per enrolled hour to a maximum of \$819. In addition to the tuition fee, a University General Services Fee also applies at a rate of \$0.361 per enrolled hour. A minimum General Service Fee of \$18.00 applies to all TAFE course enrolments up to a maximum of \$300.00 for 720+ enrolled hours. Fee Concessions are available to all Commonwealth Health Care Card, Pensioner Concession Card, Indigenous students and Veteran's Gold Card Holders. For additional information refer to the TAFE Enrolment and Fees Information brochure available from Student Administration (03) 9919 1900 or www.vu.edu.au/Services/Student_Administration/Enrolment_and_Fee_Information/ or the campus closest to your home or work.

Material and Ancillary Fees

Some TAFE Departments may charge material fees for providing goods and materials that are retained by the student. Some TAFE Departments may also charge an ancillary fees for non-tuition goods and services provided in support of tuition. Further information about material fees can be obtained from respective Departments.

Full-Fee-Paying Award Course Fees

Full-fee-paying award course fees are set annually. Details can be obtained from the respective Department. Fee concessions do not apply to full-fee-paying award courses.

Refunds

TAFE Tuition Fee and University General Services Fee

TAFE tuition and General Service fees will be fully refunded to students who withdraw from the course/semester within four weeks of course commencement in order to take up a place at another tertiary institution (proof required). Students who withdraw in writing from a course within four weeks of course/semester commencement for other reasons will be entitled to a refund minus the administrative fee of \$69. No refunds will be given for withdrawal after four weeks of course/semester commencement. Failure to formally withdraw from a course within the specified four weeks from the course commencement date will mean that unpaid fees will remain outstanding and be carried over to future enrolments.

Material and Ancillary Fees

Materials and ancillary fees may be refunded to students who withdraw from the course within four weeks of course/semester commencement less an administrative fee of up to \$20 where materials, goods and services are returned to the department and able to be redistributed. Request for refund of materials/ancillary fees after this date must be submitted in writing to the Head of Department for approval. Failure to formally withdraw from a course within the specified four weeks from the course commencement date will mean that unpaid materials and ancillary fees will remain outstanding and be carried over to future enrolments.

Full-Fee-Paying Award Course Fees

Students who withdraw from a full-fee-paying award course in writing within five working days prior to the commencement of the course/semester will receive a refund less a \$100 administrative charge. Failure to formally withdraw from a course within the specified four weeks from the course commencement date will mean that unpaid materials and ancillary fees will remain outstanding and be carried over to future enrolments.

Australian Qualifications Framework

The Australian Qualifications Framework (AQF) provides a comprehensive nationally consistent framework for all qualifications in post-compulsory education and training.

Victoria University offers a wide variety of courses at a range of entry levels. The descriptions below are included to give prospective students an understanding of these levels and to assist them to identify the course which best meets their needs.

Certificates I–IV

Certificates I–IV prepare people for both employment and further education and training. These certificates recognise skills and knowledge that meet nationally endorsed industry/enterprise competency standards as agreed for those qualifications by the relevant industry enterprise, community or professional group.

Certificate I–IV courses include: preparatory access and participation skills and knowledge such as literacy and numeracy, communication skills, working in teams, workplace technology and identified industry-specific competencies of increasing complexity and personal accountability at each level of the Certificate qualification. Certificates involve up to one year full-time study or part-time equivalent.

Diplomas and Advanced Diplomas

Diplomas and Advanced Diplomas prepare people for self-directed application of skills and knowledge based on fundamental principles and/or complex techniques. These qualifications recognise capacity for initiative and judgement across a broad range of technical and/or management functions.

Advanced Diplomas signify skills and knowledge of greater complexity and a higher level of personal accountability than is required at Diploma level.

Typically, a Diploma involves the equivalent of two years full-time study following the completion of Year 12, with three years full-time study post Year 12 or equivalent being required for an Advanced Diploma.

Students continuing on to Degree programs at University may be eligible to obtain exemptions or credit transfers on the basis of Diploma/Advanced Diploma units successfully completed.

Preparatory and Bridging Courses

Victoria University offers a range of access and bridging programs which provide alternative entry opportunities into TAFE and higher education award courses for persons who would not normally be eligible for entry because of their previous educational qualifications, age, or other disadvantage.

Articulation Pathways

Articulation is the creation of links or study pathways to enable students to move easily between courses as their needs change.

Articulation gives students the opportunity to progress to the next level of study and to receive maximum credit transfer for study already undertaken, thus reducing the time taken to complete subsequent courses. Duplication of effort is reduced and students are encouraged to continue their education at higher levels.

From VCE to TAFE

Credit transfer arrangements are now in place for students who have completed VCE subjects which include specified vocational skills to obtain credit in TAFE courses at Certificate level at Victoria University.

TAFE to Higher Education

Many students on completion, or even before completion, of a TAFE course wish to continue their tertiary education at Degree level. It is now possible in many areas of study to qualify for entry and to obtain substantial credit transfer into a degree course on the basis of studies undertaken at TAFE level.

It should be noted that satisfactory completion of a TAFE course does not guarantee entry into a degree course.

Articulation also enables students to change courses more easily without penalty. Students may move from a Degree course into a TAFE Certificate or Diploma course as their study requirements change.

Specific arrangements are covered in the Articulation section of this Handbook.

Credit Transfer and Mutual Recognition

Credit transfer may be available for study previously completed. Students who have already successfully completed any of the modules/units in the course in which they are enrolling may be eligible for credit transfer. Under Mutual Recognition Victoria University will recognise Qualifications and Statements of Attainment issued by a Registered Training Organisation.

Further information about credit transfer and application forms can be obtained from respective Departments.

Recognition of Prior Learning/Recognition of Current Competency

The University is committed to recognizing the skills and knowledge of students. Recognition of Prior Learning/Recognition of Current Competency (RPL/RCC) is an assessment process that matches the skills and knowledge students have achieved, through study and life/work experience with what would be covered in specific modules/units within a course. Where the student successfully completes the RPL/RCC assessment they will receive 'credit granted' for those modules/units.

Further information about RPL/RCC and application forms can be obtained from respective Departments.

Induction/Orientation Procedures

Induction/orientation for students will include information about: assessment processes, timetable, curriculum content, attendance requirements, books and materials required, relevant Victoria University policies and procedures, and services provided by Victoria University.

Delivery Mode

The TAFE Division of Victoria University offers students a range of study options including: full-time and part-time; on campus or off campus; workshops; workplace delivery; traineeships; apprenticeships; distance education; flexible education.

Assessment

Assessment is competency based. Reassessment is available on appeal. Full assessment details are available from respective Departments.

Flexible Learning and Assessment Services

Departments may be able to offer flexible learning and assessment services that take account of the wide range of educational backgrounds and experience of students. Full details are available from respective Departments.

Language, Literacy and Numeracy Support

Study skill support is available to all TAFE students through the Program of Concurrent Assistance. Qualified teachers support students in studying for exams, preparing, researching and writing assignments and language, literacy and numeracy skills. Concurrent Assistance is available through computer-equipped study labs, or through individual appointments. Phone Phillip Moore (03) 9919 7049 for further information.

Discipline

The University will act to protect good order and the rights of individuals within its confines. To this end, a formal process will be followed to deal with any alleged breach of discipline or misconduct.

The University operates within the provision of a Regulation dealing with discipline (Regulation 2.7. Discipline). Students should note that the Student Union can be contacted on (03) 9919 7049 to assist in discipline related matters.

Appeals, Complaints and Grievance Procedures

Appeals, complaints and grievance procedures are based on principles of natural justice and should progress with confidentiality and discretion.

In the first instance inform the relevant program manager/course coordinator, Head of Department or their supervisor about the situation. It is their responsibility to notify you about your rights and to take action on these matters. Students can also contact the Student Union on (03) 9919 4360 to assist in these matters.

Relevant Legislation

Legislation that may significantly impact on a student's activities at Victoria University includes but is not limited to: the *Equal Opportunity Act 1995*, *Information Privacy Act 2000*, *Freedom of Information Act 1982*, *Occupational Health and Safety Act 1985*, and the *Victoria University of Technology Act 1990* that includes admissions, enrolments and academic procedures and regulations.

Other University Services

Victoria University offers a variety of services to the University community. These include academic support, personal and vocational counselling, help with finance, housing and health services. Sports and recreation services are also provided. For further details regarding University services visit our web site: www.vu.edu.au.

TAFE Courses at Victoria University in 2005

Centre for Curriculum, Innovation and Development

Course in ICT Skills for Teachers 21335VIC
Certificate IV in Assessment and Workplace Training BSZ40198
Diploma in Training and Assessment Systems BSZ50198
Certificate IV in Vocational Education and Training 15559VIC
Diploma of Vocational Education and Training 15560VIC
Graduate Certificate in Vocational Education and Training 21205VIC
Graduate Certificate in VET in Schools Implementation 21102VIC

School of Business, Hospitality and Personal Services

Administrative and Legal Studies Department

Certificate III in Business (Legal Administration) BSA30200
Certificate IV in Business (Legal Services) BSA40200
Advanced Diploma of Business (Legal Practice) 21434VIC
Diploma of Financial Services (Conveyancing) FNB50601
Diploma of Business Administration BSB50201
Certificate IV in Business Administration BSB40201
Certificate III in Business Administration BSB30201
Certificate III in Business BSB30101
Certificate IV in Business BSB40101
Diploma of Business BSB50101

Financial Services Department

Advanced Diploma of Accounting FNB60202
Diploma of Accounting FNB50202
Diploma of Business (Banking and Finance) 90025NSW
Course in Stock Market Investment 21081VIC
Certificate IV in Stock Market Investment, Broking and Risk 21400VIC
Course in Real Estate for Agents' Representatives 2004AAA
The Certificate IV in Business (Estate Agency Practice) 2404ADA
Certificate IV in Assessment and Workplace Training BSZ40198

Hospitality and Tourism Department

Certificate II in Hospitality (Operations) THH21802
Certificate II in Hospitality (Kitchen Operations) THH22002
Certificate III in Hospitality (Commercial Cookery) THH31502
Certificate III in Hospitality (Catering Operations) THH32902
Certificate III in Hospitality (Operations) THH33002
Certificate IV in Hospitality (Supervision) THH42602
Diploma of Hospitality Management THH51202
Advanced Diploma of Hospitality Management THH60202
Certificate III in Meetings and Events THT30102
Certificate III in Tourism (International Retail Travel Sales) THT30302
Certificate III in Tourism (Guiding) THT30902
Certificate III in Tourism (Operations) THT31002
Certificate III in Tourism (Retail Travel Sales) THT30202
Certificate IV in Tourism (Sales and Marketing) THT40102
Diploma of Event Management THT50202
Certificate II in Tourism (Operations) THT20502
Certificate IV in Tourism (Operations) THT40202
Diploma of Tourism (Operations Management) THT50302
Advanced Diploma of Tourism Management THT60102

Management and Marketing Department

Certificate III in Business (Frontline Management) BSB30501
Certificate IV in Business (Frontline Management) BSB41001
Diploma of Business (Frontline Management) BSB51001
Certificate III in Business (Frontline Management) BSB30504
Certificate IV in Business (Frontline Management) BSB41004
Diploma of Business (Frontline Management) BSB51004
Certificate IV in Business (Human Resources) BSB40801
Diploma of Business (Human Resources) BSB50801
Advanced Diploma of Business (Human Resources) BSB60301
Certificate IV in Business Management BSB41101
Graduate Certificate in Management 21365VIC
Diploma of Business Management BSB50401
Advanced Diploma of Business Management BSB60201
Advanced Diploma of Business (Operations Management) 20055VIC
Diploma of Business (Operations Management) 20053VIC
Certificate IV in Business (Operations Management) 20051VIC
Certificate IV in Business (Advertising) BSB40601
Diploma of Business (Advertising) BSB50601

Advanced Diploma of Business (Advertising) BSB60501
 Certificate III in Business (Sales) BSB30301
 Certificate IV in Business (Marketing) BSB40701
 Diploma of Business (Marketing) BSB50701
 Advanced Diploma of Business (Marketing) BSB60601
 Advanced Diploma of Business (International Business) 20055VIC
 Diploma of Business (International Trade) 20053VIC
 Certificate IV in Business (International Trade) 20051VIC
 Advanced Diploma of Business (Public Relations) 20055VIC
 Certificate IV in Business BSB40101
 Diploma of Business BSB50101
 Certificate IV in Business Development BSB40501
 Diploma of Business Development BSB50501
 Advanced Diploma of Business Development BSB60401
 Graduate Certificate in Management Development (Education and Training) 2804ABB

Personal Services Department

Certificate II in Modelling 21456VIC
 Certificate II in Nail Technology WRB20199
 Certificate III in Beauty WRB30199
 Diploma of Beauty Therapy WRB50199
 Diploma of Entertainment (Make-Up) CUE50798
 Certificate IV in Entertainment Make-Up CUE40898
 Diploma of Remedial Massage HLT50302
 Advanced Diploma of Naturopathy HLT60502
 Certificate II in Hairdressing WRH20100 [Pre-Apprenticeship]
 Certificate III in Hairdressing WRH30100
 Certificate IV in Hairdressing WRH40100
 Diploma of Hairdressing Salon Management WRH50100

Western Business Enterprise Centre

Certificate III in Security (Guarding) PRS30198
 Certificate II in Small Business (Operations/Innovation) 21530VIC
 Certificate IV in Business (Small Business Management) BSB40401
 Diploma of Business Facilitation 21542VIC
 Certificate II in Funeral Services (Funeral Operations) WFS20202
 Certificate III in Funeral Services (Funeral Operations) WFS30202
 Certificate IV in Funeral Services WFS40102
 Certificate II in Wholesale Operations WRW20101
 Certificate III in Wholesale Operations WRW30101
 Certificate IV in Wholesale Management WRW40101
 Diploma of Wholesale Management WRW50101
 Diploma of Retail Management WRR50102
 Certificate IV in Retail Management WRR40102
 Certificate III in Retail Supervision WRR30102
 Certificate III in Retail Operations WRR30202
 Certificate II in Retail Operations WRR20102
 Certificate II in Retail Cosmetic Assistant WRB20399

School of Engineering, Construction and Industrial Skills

Automotive Technology Unit

Certificate II in Automotive Technology 21110VIC
 Certificate I in Automotive AUR10199
 Certificate II in Automotive (Mechanical – Tyre Fitting and Repair Light) AUR21599
 Certificate II in Automotive (Mechanical – Vehicle Servicing) AUR21799
 Certificate III in Automotive (Vehicle Body – Panel Beating) AUR31699,
 Certificate III in Automotive (Vehicle Body – Vehicle Painting) AUR31899
 Certificate III in Automotive (Mechanical – Light Vehicle) AUR31099
 Certificate IV in Automotive AUR40199
 Certificate II in Automotive Technology Studies 21560VIC

Building and Construction Department

Certificate I in Boatbuilding 15562VIC [Pre-Apprenticeship]
 Certificate II in Boatbuilding 15563VIC [Traineeship]
 Certificate III in Boatbuilding 15564VIC [Apprenticeship]
 Certificate II in Engineering – Production [Boatbuilding Pre-Apprenticeship] MEM20198
 Certificate II in Engineering – Production Technology [Boatbuilding -Traineeship] MEM20298
 Certificate III in Marine Craft Construction MEM30603 [Apprenticeship]
 Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass) BCF30200
 Certificate II in Joinery/Shopfitting/Stairbuilding – Pre-Apprenticeship 21533VIC
 Certificate II in Building and Construction 21393VIC [Bricklaying – Pre-Apprenticeship]
 Certificate III in General Construction (Bricklaying/Blocklaying) BCG30698 [Apprenticeship]
 Certificate II in Building and Construction 21393VIC [Carpentry – Pre-Apprenticeship]
 Certificate III in Carpentry and Joinery (Joinery/Stairbuilding/shopfitting) 20083VIC
 Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) BCG30798 [Apprenticeship]
 Certificate II in Furniture Making LMF20302
 Certificate III in Furniture Making LMF30302
 Certificate III in Furniture Making (Cabinet Making) LMF30402
 Certificate III in Furniture Making (Wood Machining) LMF30502

Certificate IV in Applied Design (Furniture) 21528VIC
 Diploma of Building SA3475
 Certificate IV in Building SA3477
 Diploma of Building Design and Technology 40356SA
 Certificate IV in Residential Drafting 40357SA
 Diploma of the Built Environment SA3472
 Advanced Diploma of Building Surveying BCG60103
 Diploma of Building Surveying BCG50103
 Diploma of Building Surveying SA3473
 Diploma of Building Design and Drafting SA3474
 Advanced Diploma of Building Design and Project Administration 40355SA

Building Services and Special Trades Department

Certificate II in Building and Construction 21393VIC [Painting & Decorating Pre-Apprenticeship]
 Certificate III in General Construction (Painting & Decorating) BCG30498 [Apprenticeship]
 Certificate I in Building & Construction (Plumbing) 2102ABC
 Certificate III in Plumbing and Gasfitting 20085VIC
 Certificate II in Sign Writing 21398VIC
 Certificate III in Off-Site Construction (Sign Writing/Computer Operations) BCF30700
 Certificate IV in Sign Technology 21399VIC
 Certificate I in Electrotechnology [Engineering][Pre-Apprenticeship] UTE10102
 Certificate III in Electrotechnology Systems Electrician UTE31199
 Certificate IV in Electrical 2406ANC [Motor Control]

Computer Systems and Electronics Department

Certificate II in Electrotechnology Servicing UTE20504 [Computer Servicing]
 Certificate II in Electrotechnology Servicing UTE20504 [Security Systems]
 Certificate III in Electrotechnology Communications UTE30402
 Certificate III in Electrotechnology Entertainment and Servicing UTE30702
 Certificate III in Electrotechnology Computer Systems UTE30599
 Advanced Diploma of Computer Systems Engineering UTE60199
 Advanced Diploma of Electronic Engineering UTE60399

Engineering Technology Department

Advanced Diploma of Engineering Technology (Principal Technical Officer) 14309VIC [Civil]
 Advanced Diploma of Engineering Technology 20020VIC [Civil]
 Diploma of Engineering Technology 20019VIC [Civil]
 Certificate I in Engineering Technology 11409VIC
 Certificate I in Engineering MEM10198 [Fabrication]
 Certificate II in Engineering (Production) MEM20198
 Certificate II in Engineering (Production Technology) MEM20298
 Certificate III in Engineering (Production Systems) MEM30198
 Certificate III in Engineering (Mechanical Trade)(MEM30298)
 Certificate III in Engineering (Technician)(MEM30598)
 Certificate IV in Engineering Technology 20018VIC
 Advanced Diploma of Engineering Technology 20020VIC
 Diploma of Engineering Technology 20019VIC [Streams in Mechanical, Manufacturing & Mechatronics]
 Advanced Diploma of Engineering Technology (Principal Technical Officer) 14309VIC [Streams in Mechanical, Manufacturing & Mechatronics]
 Certificate II in Automotive Manufacturing AUM20100
 Certificate I in Engineering MEM10198F
 Certificate II in Engineering–Production MEM20198F
 Certificate II in Engineering– Production Technology MEM20298F
 Certificate III in Engineering – Production Systems MEM30198F
 Certificate III in Engineering– Fabrication Trade MEM30398 [Light & Heavy]
 Certificate IV in Engineering Technology 20018VICF
 Certificate IV in Engineering MEM40103
 Diploma of Engineering Technology 20019VICF [Fabrication]
 Advanced Diploma of Engineering Technology 20020VICF [Fabrication/Supervision, Inspection]

Industrial Skills Training Centre

Certificate III in Civil Construction (Plant) BCC30198
 Certificate III in General Construction BCG31398
 Certificate III in Civil Construction (Bridge/Marine Construction) BCG30498
 Certificate III in Civil Construction (Road Construction and Maintenance) BCG30298
 Certificate II in Transport and Distribution (Warehousing and Storage) TDT20102
 Certificate III in Transport and Distribution (Warehousing and Storage) TDT30102
 Certificate IV in Transport and Distribution (Warehousing and Storage) TDT40102
 Certificate II in Transport and Distribution (Road Transport) TDT20202
 Certificate III in Transport and Distribution (Road Transport) TDT30202
 Certificate IV in Transport and Distribution (Road Transport) TDT40202
 Diploma of Logistics Management TDT51002
 Certificate III in Transport and Distribution (Mobile Cranes Operations) TDT30902
 Certificate III Motor Vehicle Driver Trainer (Car) 21370VIC
 Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles) 21381VIC
 Certificate II in Transport and Distribution (Rail Operations) TDT20402
 Certificate III in Transport and Distribution (Rail Operations) TDT30402
 Certificate IV in Transport and Distribution(Rail Operations) TDT40402
 Certificate II in Transport and Distribution(Stevedoring) TDT20302
 Certificate III in Transport and Distribution(Stevedoring) TDT30302
 Certificate IV in Transport and Distribution(Stevedoring) TDT40302
 Certificate II in Transport and Distribution(Administration) TDT21102

Certificate III in Transport and Distribution(Administration) TDT31102
 Certificate IV in Transport and Distribution(Administration) TDT41102
 Course in Rigging–Basic
 Course in Rigging–Intermediate
 Course in Rigging–Advanced
 Course in Scaffolding–Basic
 Course in Scaffolding–Limited Height
 Course in Scaffolding–Intermediate
 Course in Scaffolding–Advanced
 Course in Dogging
 Course in Safe Lifting (load slinging)
 Course in Elevating Work Platform
 Course in Mobil Cranes (Slewing & Non Slewing); Vehicle Loading
 Course in Overhead Travelling Crane
 Course in Earthmoving – Earthmoving Equipment Operator; Front-End Loader; Front-End Loader/Backhoe; Excavator, Skid Steer Loader
 Course in Basic Grading
 Course in Trench Shoring and Safety
 Courses in Forklift Operating (Ride-on; Pedestrian; Reach Truck)
 Course in Order Picker
 Course In Heavy Vehicles
 Course in Light Rigid Truck
 Course in Medium Rigid Truck
 Course in Heavy Rigid Truck (Synchro and Non-Synchro)
 Course in Heavy Combination Truck
 Course in B Double Truck (Multi-Combination)
 Dangerous Goods Licence Training
 School Learners Driver Program
 Defensive Driving (Car and Truck)
 Driver Instruction Training

School of Further Education, Arts and Employment Services

Access Programs Department

Certificate I in ESL (Access) 21497VIC
 Certificate II in ESL (Access) 21498VIC
 Certificate III in ESL (Access) 21499VIC
 Certificate IV in ESL (Access) 21500VIC
 Course in Preliminary Spoken and Written English 90989NSW
 Certificate I in Spoken and Written English 90994NSW
 Certificate II in Spoken and Written English 90993NSW
 Certificate III in Spoken and Written English 90992NSW
 Certificate I in General Education for Adults (Introductory) 21249VIC
 Certificate I in General Education for Adults 21250VIC
 Certificate II in General Education for Adults 21251VIC
 Certificate III in General Education for Adults 21252VIC
 Certificate I in Media CUF10101
 Certificate I in Vocational Studies (Hospitality) 21261VIC
 Certificate I in English Language Literacies 21047VIC
 Certificate II in English Language Literacies 1048VIC
 Course in Women's Access 14795VIC

Employment and Training Services Department

Victorian Certificate of Applied Learning (Foundation) 21352VIC
 Victorian Certificate of Applied Learning (Intermediate) 21353VIC
 Victorian Certificate of Applied Learning (Themed) 21353VICA
 Certificate I in Vocational Studies (Media) 21263VIC
 Certificate I in Work Education 21108VIC
 Certificate II in Workplace Practices 30064QLD
 Certificate I in Transition Education 15494VIC

Further Education Programs Department

Diploma of Further Education 21015VIC
 Certificate IV in Further Education 21014VIC
 Diploma of Liberal Arts 21220VIC
 Certificate IV in Liberal Arts 21219VIC
 Victorian Certificate of Education 2200LZV
 Certificate III in ESL (Further Study) 21501VIC
 Certificate IV in ESL (Further Study) 21502VIC

Music Department

Certificate IV in Music CUS40101
 Certificate IV in Music Industry (Technical Production) CUS40201
 Certificate IV in Music Industry (Business) CUS40301
 Diploma of Music CUS50101
 Diploma of Music Industry (Technical Production) CUS50201
 Diploma of Music Industry (Business) CUS5030

Visual Art, Design and Multimedia Department

Advanced Diploma of Arts (Graphic Design) 12862VIC
 Diploma of Arts (Graphic Arts) 12861VIC
 Certificate IV in Arts (Applied Design) 15727VIC

Diploma of Arts (Visual Art) 12857VIC
 Advanced Diploma of Multimedia CUF60501 [Streams in Interactive Media and Games Development]
 Diploma of Multimedia CUF50701
 Certificate IV in Multimedia CUF40801
 Certificate III in Multimedia CUF30601
 Certificate II in Multimedia CUF20601

Vocational Education Programs Department

Diploma of Library and Information Services CUL50199
 Certificate III in Library and Information Services CUL30199
 Certificate IV in ESL (Further Study) 21505VIC [English for Health Service Professionals]
 Certificate III in ESL (Employment) 21503VIC [Aged Care Work]
 Certificate III in ESL (Employment) 21503VIC [Children's Services]
 Certificate IV in ESL (Employment) 21504VIC
 Certificate IV in Professional Writing and Editing 21123VIC
 Diploma of Arts (Professional Writing and Editing) 21124VIC
 Course in Gateway to Nursing and the Health Sciences 21379VIC
 Course in Preparation for Tertiary Studies (Arts) 21380VIC
 Course in Concurrent Study 21204VIC

School of Human Services, Science and Technology

Child Studies Department

Certificate III in Children's Services CHC30402
 Certificate IV in Out of School Hours Care CHC40402
 Diploma of Out of School Hours Care CHC50202
 Diploma of Children's Services CHC50302
 Advanced Diploma of Community Services (Children's Services) CHC60399
 Diploma of Community Services (Children's Services) CHC50399
 Certificate IV in Community Services (Children's Services) CHC40399
 Certificate III in Community Services (Children's Services) CHC30399

Health Services Department

Certificate IV in Health (Nursing) 21358VIC
 Course in Medication Administration for Division 2 Registered Nurses in Victoria 21506VIC
 Course in Cardiopulmonary Resuscitation 20003VIC
 Course in Emergency First Aid 20004VIC
 Course in Basic First Aid 20005VIC
 Course in Paediatric Aid 20006VIC
 Diploma of Paramedical Science (Ambulance) HLT50402
 Certificate IV in Basic Emergency Care HLT41002
 Certificate III in Non-Emergency Patient Transport HLT30202

Information Technology Department

Certificate I in Information Technology ICA10101
 Certificate III in Information Technology (Software Applications) ICA30199 [Web Pages]
 Certificate III in Information Technology (General) ICA30299
 Certificate III in Information Technology (Network Administration) ICA30399
 Certificate IV in Information Technology 21488VIC
 Certificate IV in Information Technology (Network Management) ICA40399
 Certificate IV in Information Technology (Client Support) ICA40199
 Certificate IV in Information Technology (Technical Support) ICA40599
 Diploma of Information Technology (Software Development) ICA50299
 Diploma of Information Technology 21489VIC [Specialising in Multimedia]
 Dual Diploma – Diploma of Information Technology (Website Development) ICA50601 *and*
 Diploma of Information Technology (Internetworking) ICA50701

Science and Biotechnology Department

Certificate III in Science 21238VIC
 Certificate IV in Science 21239VIC
 Certificate II in Animal Studies RUV20104
 Certificate III in Animal Technology RUV30104
 Certificate III in Captive Animals RUV30204
 Certificate III in Companion Animal Services RUV30304
 Certificate IV in Veterinary Nursing RUV40404
 Diploma of Animal Technology RUV50104
 Certificate I in Conservation and Land Management RTD10102
 Certificate II in Conservation and Land Management RTD20102
 Certificate III in Conservation and Land Management RTD30102
 Certificate IV in Conservation and Land Management RTD40102
 Diploma of Conservation and Land Management RTD50102
 Advanced Diploma of Conservation and Land Management RTD60102
 Diploma of Laboratory Technology (Pathology Testing) PML50199
 Diploma of Laboratory Technology (Biological and Environmental Testing) PML50199
 Certificate III in Occupational Health & Safety QLD1893
 Certificate IV in Occupational Health & Safety QLD1892
 Diploma of Occupational Health & Safety QLD1891
 Certificate IV in Meat Processing (Quality Assurance) MTM40300
 Diploma of Meat Processing MTM50100
 Advanced Diploma of Meat Processing MTM60100
 Certificate I in Food Processing FDF10103

Certificate II in Food Processing FDF20103
 Certificate III in Food Processing FDF30103
 Certificate IV in Food Processing FDF40103
 Diploma of Food Processing FDF50103
 Certificate III in Food Processing FDF30198
 Certificate IV in Food Technology 11893VIC
 Diploma of Food Technology 2506AKC
 Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance) HLT31402
 Courses in Lubrication 21010VIC
 Certificate IV in Assessment and Workplace Training BSZ40198

Social and Community Studies Department

Certificate II in Community Services Work CHC20202
 Certificate III in Home and Community Care CHC30202
 Certificate III in Disability Work CHC30302
 Certificate IV in Disability Work CHC40302
 Advanced Diploma of Disability Work CHC60102
 Certificate III in Community Services Work CHC30802
 Certificate III in Aged Care Work CHC30102
 Certificate IV in Aged Care Work CHC40102
 Certificate IV in Community Services (Lifestyle and Leisure) CHC41602
 Diploma of Community Services (Lifestyle and Leisure) CHC50802
 Certificate IV in Service Co-ordination (Ageing and Disability) CHC40202
 Certificate IV in Marriage Celebrancy CHC41502
 Diploma of Community Development CHC51402
 Diploma of Community Welfare Work CHC50702
 Diploma of Alcohol and Other Drugs CHC51102
 Certificate IV in Alcohol and Other Drugs CHC41702
 Certificate IV in Youth Work CHC40602
 Diploma of Youth Work CHC50502
 Advanced Diploma of Justice 21214VIC
 Diploma of Justice 21213VIC
 Certificate IV in Justice 21212VIC

Sport, Recreation and Performance Department

Certificate II in Fitness SRF20201
 Certificate III in Fitness SRF30201
 Certificate IV in Fitness SRF40201
 Certificate II in Outdoor Recreation SRO20299
 Certificate II in Sport (Career Oriented Participation) SRS20299
 Certificate III in Sport (Career Oriented Participation) SRS30299
 Certificate II in Sport and Recreation SRO20199
 Certificate III in Sport and Recreation SRO30199
 Certificate II in Sport and Recreation SRO20103
 Certificate III in Sport and Recreation SRO30103
 Certificate IV in Sport and Recreation SRO40103
 Diploma of Sport and Recreation SRO50103
 Certificate II in Community Recreation SRC20201
 Certificate III in Community Recreation SRC30201
 Certificate IV in Community Recreation SRC40201
 Diploma of Community Recreation SRC50201
 Certificate IV in Sport and Recreation SRO40199
 Diploma of Sport and Recreation SRO50199
 Certificate IV in Sports (Development) SRS40399
 Diploma of Sport (Development) SRS50399
 Certificate IV in Sports (Development) SRS40503
 Diploma of Sports (Development) SRS50503
 Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport) 21237VIC
 Diploma of Arts (Small Companies and Community Theatre) 21052VIC

Victoria University TAFE – Course Details

Perhaps the best reason for studying in TAFE at Victoria University is the range of choices it offers students. Whether seeking a vocational qualification for employment or embarking on a pathway to further education, Victoria University offers a range of courses in areas as diverse as music to mechanical engineering, boatbuilding to beauty therapy. Importantly, courses in most areas are offered at a range of levels from preparatory studies to Advanced Diploma at multiple locations throughout the western region of Melbourne and increasingly in different learning modes to better suit student needs.

VU TAFE is the region's largest provider of apprenticeship and trainee programs linked directly to the specific skills requirements of major industries in Melbourne and surrounding regions. Expert and supportive staff, excellent facilities and a comprehensive range of student services ensure students are provided with the best opportunity to achieve success in their chosen field. Victoria University TAFE Division has a proud record of achievement in awards for student, staff and program excellence.

We invite you to consider TAFE at Victoria University as your first choice and look forward to working with you to achieve your educational goals.

Kevin Roche
Deputy Director of TAFE

Centre for Curriculum Innovation and Development

The Centre for Curriculum Innovation and Development (CCID) is positioned in the TAFE Division of Victoria University and offers a broad range of services to both internal and external clients. The role of the CCID is diverse and focuses on affecting leading edge change through assisting in implementation of VET policy and up-skilling of personnel to meet the requirements of quality delivery of competency-based training and assessment.

CCID's strategic aim is to create a sustainable and professional VET sector workforce and build capacity for innovation. CCID provides AQTF compliance assistance to departments and individual staff members. Strategic partnerships are built with departments, government, industry, Universities, RTOs, secondary schools, LLENs (Local Learning and Employment Networks) and community groups. The CCID plays a significant role in the state and national VET environment through commercially funded projects and through its Service Industries Curriculum Maintenance Manager function.

The CCID comprises four Units whose responsibilities are identified as:

The Course Maintenance and Accreditation Unit:

- assumes statewide responsibility as the Service Industries Curriculum Maintenance Manager (CMM) in the provision of advice and support for all curriculum and Training Package related information relevant to General Studies; Hospitality and Tourism; Transport and Distribution; Wholesale/Retail; and Personal Services
- provides advice and service related to accreditation procedures and policy directions
- undertakes commercial activity with a curriculum development focus.

The Open Learning Unit:

- provides the development of quality flexible and/or distance-delivery resources to meet the training needs of a diverse range of industries and enterprises
- provides the initiation and coordination of relevant teaching and learning projects which support successful practice and develop the skills and resource base of the University

- establishes and supports strategic alliances between industry and training providers to build a critical pool of teachers with the skills to support flexible and/or distance delivery utilising a range of mediums including modern communications technologies
- establishes processes and supports University staff who are skilled and capable to undertake the development and redevelopment of course materials for on-line delivery
- develops high quality educational resources to meet the training needs of a diverse range of industries.

The Training and Professional Development Unit:

- designs and develops training and professional development programs
- facilitates workplace training/assessment and other industry projects involving staff from within the Centre, the teaching departments in the University and external agents
- initiates and develops partnerships between industry and business, various training providers and funding agencies to enable the implementation of accredited training
- assists companies and individuals to define their training needs, to develop training plans and to implement training in the workplace through appropriate flexible delivery systems
- coordinates, plans and monitors professional development for the TAFE Division
- uses a range of strategies for determining and addressing the professional development needs of internal staff including drawing on expertise from within the CCID, the TAFE Division, the broader VU community as well as external consultants.

The VET Research and Resources Unit offers a diverse range of services including:

- research relating to the Vocational Education and Training (VET) sector
- research and advice with regard to VET policy directions
- research relating to the design and development of resources to support training
- expertise in the development, implementation and review of Training Packages
- evaluation of the effectiveness of teaching/training programs in a quality assurance context
- expertise in the implementation of Vocational Education and Training in Schools (VETiS).

The Centre for Curriculum Innovation and Development can be contacted by phone: (03) 9919 8455; fax: (03) 9919 8345 or email: tess.demediuk@vu.edu.au

Tess Demediuk

Head, Centre for Curriculum Innovation and Development

Course Codes

21335VIC	Course in ICT Skills for Teachers
BSZ40198	Certificate IV in Assessment and Workplace Training
BSZ50198	Diploma in Training and Assessment Systems
15559VIC	Certificate IV in Vocational Education and Training
15560VIC	Diploma of Vocational Education and Training
21205VIC	Graduate Certificate in Vocational Education and Training
21102VIC	Graduate Certificate in VET in Schools Implementation

Course in ICT Skills for Teachers

Course Code: 21335VIC

Career Opportunities

Designed for people who wish to extend their Information Communication and Technology skills for further teaching opportunities.

Scope of Delivery

Flexible delivery, online or face to face workshops.

Course Objectives

This course is designed to prepare TAFE teachers to use information and communication technologies effectively to enhance and extend the delivery of educational services.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

The applicant must be working in an environment where the applicant can apply the skills they have learnt and reflect on the learning from the course.

Course Duration

The course may be offered on a full-time basis over 40 nominal hours or part-time equivalent.

Course Structure

Unit of Study Code	Hours
VBM11	Applications for Teaching – Information & Communications Technology (ICT) 40

Certificate IV in Assessment and Workplace Training

Course Code: BSZ40198

Career Opportunities

The Certificate IV in Assessment and Workplace Training BSZ40198 is designed for people who are currently working in or wish to work in the area of training development, delivery and assessment.

Upon completion of the 8 units of competence in the Certificate IV in Assessment and Workplace Training BSZ40198, participants will be eligible for a nationally recognised qualification.

Scope of Delivery

This course is offered as Fee for Service only.

Course Objectives

The course aims to provide participants with skills to:

- plan and implement a training program for a target group
- deliver training sessions as part of a training program
- plan, conduct and review assessment procedures in a specific context
- record training data and review training.

Entry Requirements

There are no formal entry requirements for this course. All training is undertaken in English language. Basic English literacy and numeracy will be required for all participants to be able to satisfactorily complete the course requirements.

Course Content

Unit of Study Code		Nominal Hours
BSZ404A	Train Small Groups	30
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ405A	Plan & Promote a Training Program	50
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15

Delivery Structure

Participants have the option of choosing one of the two following delivery structures.

Option One:

The Training and Professional Development Unit offers the Certificate IV in Assessment and Workplace Training over 8 days in 4 parts. Each part runs for 2 days. Part 1 should be completed before part 2; Part 2 before part 3 etc. It is recommended that participants take a minimum of 2 months to complete the course.

Part 1:	BSZ404A	Train Small Groups
Part 2:	BSZ401A	Plan Assessment
	BSZ402A	Conduct Assessment
	BSZ403A	Review Assessment
Part 3:	BSZ405A	Plan and Promote a Training Program
	BSZ406A	Plan Sessions of Training
Part 4:	BSZ407A	Deliver Training Sessions
	BSZ408A	Review Training

Option Two:

The course is delivered over 5 days. It is aimed at people with some knowledge of Training and Assessment or people who work in the training and assessment environment. An integrated delivery approach has been adopted. The course facilitator will:

- make decisions about the way(s) in which the training program is delivered in consultation with the client;
- encourage self-management of the learning process;
- respond to questions or concerns;
- provide guidance about access to other learning resources.

During the course, activities will be designed and presented to stimulate the participants, to explore or debate with, and to apply the information which has been presented.

A workplace based action learning project is incorporated into the course. A mentor is available to participants during the preparation of this project.

Diploma in Training and Assessment Systems

Course Code: BSZ50198

Career Opportunities

The Diploma in Training and Assessment Systems (BSZ50198) is designed for people who wish to work in the area of management and operation of a training and assessment system.

Scope of Delivery

This course is offered as Fee for Service only.

Upon completion of the Diploma in Training and Assessment Systems (BSZ50198), participants will be eligible for a nationally recognised qualification.

Course Objectives

The course aims to provide participants with skills to design, establish and manage assessment and training systems. Expertise is required in analysing competency needs and evaluating all aspects of the training and/or assessment system. Participants will specialise in developing assessment tools and procedures and designing courses.

Entry Requirements

There are no formal entry requirements for this course. All training is undertaken in English language. Basic English literacy and numeracy will be required for all participants to be able to satisfactorily complete the course requirements.

Course Content

To qualify for the Diploma at least 13 units must be successfully completed. Comprising 4 units chosen from the following:

Unit of Study Code		Hours
BSZ501A	Analyse Competency Requirements	50
BSZ502A	Design and Establish the Training System	40
BSZ503A	Design and Establish the Assessment System	40
BSZ504A	Manage the Training and Assessment System	40
BSZ505A	Evaluate the Training and Assessment System	45
BSZ506A	Develop Assessment Procedures	25
BSZ507A	Develop Assessment Tools	25
BSZ508A	Design Training Courses	40

Delivery structure

Participants have the option of choosing one of the two following delivery structures.

Option One:

The Training and Professional Development Unit delivers the Diploma in Training and Assessment Systems using a flexible approach that involves:

- Initial individual upfront assessment whereby the skills and knowledge of each individual are verified against each unit of competency using their existing workplace to substantiate their evidence and identify any gaps.
- Development of an individualised training program - participants work on a one-to-one basis with our trainer to develop and/or refine a training structure for their organisation.
- Assessment by portfolio of evidence against the competency standards.

Delivery consists of face-to-face training, workplace project, research and reflective exchange regarding systems and processes related to training and assessment. This qualification is aimed at Training coordinators/managers or people who are already working in a training capacity and have responsibility for supporting the training and assessment system in their organisation.

Option Two:

This course is delivered over 8 days. Individuals can tailor their course or attendance to suit their circumstances after an individual consultation with the course co-ordinator.

It is recommended that the Certificate IV in Assessment & Workplace Training be achieved, either through RPL/RCC or coursework, prior to commencing the Units of Competency specified at AQF level 5. It is preferable that all participants have access to, or are currently in a workplace where they can carry out practical application of the competencies as part of the assessment requirements.

During the course, participants will experience a range of learning methodologies both at an individual and group level. These include:

- Workplace action learning projects
- Group discussions and presentations
- Experiential and group activities
- Self assessment
- Case studies and reporting
- Coaching and mentoring

Certificate IV in Vocational Education and Training

Course Code: 15559VIC

Career Opportunities

The Certificate IV in Vocational Education and Training(15559VIC) is the entry point for individuals wishing to enter into the role of a teacher/trainer in the VET sector who is principally involved in working one-to-one, with small groups, and who, under general guidance organizes and carries out a range of vocational education and training functions.

Scope of Delivery

One day a week over 19 weeks.

Course Objectives

The course aims to provide practitioners with an accredited training program at AQF level 4 and reflect the job role of a teacher/trainer who is principally concerned with the delivery of vocational education and training and, who under guidance, organises and carries out a range of functions involving learning and assessment.

Entry Requirements

To qualify for admission to the course, applicants are required to have literacy and numeracy skills to a level two competency as defined in the Certificate in General Education for Adults.

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

The applicant must:

- Have a relevant qualification and expertise in their industry
- Have current or recent work experience in a VET environment (last 3 years)
- Be currently working in an environment where the applicant can apply and reflect on the learning from the course.
- Be able to attend the program of study as set out in the information kit.

Course Duration

The course may be offered on a full-time basis over 400–440 nominal hours or part-time equivalent.

Course Structure

Core Units

Unit of Study Code		Hours
VBH777	Assess Learning Needs of Individuals & Groups	30
VBH778	Plan for Teaching & Learning	40
VBH779	Facilitate Individual & Group Learning	40
VBH780	Maintain Professional Competence	30
VBH781	Work in a Team	30
VBH782	Critically Examine Teaching & Learning Practice	40
VBH783	Develop Basic Assessment Tools	40
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ408A	Review Training;	15

Elective Units

A maximum of four units selected from the following list:

VBH784	Develop and Customise Learning Resources	25
VBH785	Assess Clients Needs for Programs and Services	25
VBH786	Manage Flexible Teaching and Learning Programs	25
VBH787	Integrate Technology in Teaching and Learning	25
VBH792	Market and Promote Programs and Services	30
VBH796	Undertake Research in Vocational Education & Training	40
VBH797	Manage Projects	30
BSZ507A	Develop Assessment Tools	25

Diploma of Vocational Education and Training

Course Code: 15560VIC

Career Opportunities

The Diploma in Vocational Education and Training(15560VIC) is the Victorian TAFE Association's preferred qualification for people working in the VET sector.

Scope of Delivery

One day a week over 30 weeks. Some units are available on-line.

Course Objectives

The course aims to provide practitioners with an accredited training program at AQF level 5 and reflect the job role of a teacher/trainer who is principally concerned with the delivery of vocational education and training and, who under minimal or no guidance, organises and carries out a range of functions involving learning and assessment.

Entry Requirements

To qualify for admission to the course, applicants are required to have literacy and numeracy skills to a level two competency as defined in the Certificate in General Education for Adults.

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

The applicant must:

- Have a relevant qualification and expertise in their industry
- Have current or recent work experience in a VET environment (last 3 years)
- Be currently working in an environment where the applicant can apply and reflect on the learning from the course.
- Be able to attend the program of study as set out in the information kit.

Course Duration

The course may be offered on a full-time basis over 540–580 nominal hours or part-time equivalent. Ten of the Diploma of VET units are also offered online in a flexible mode.

Course Structure

Core Units

Unit of Study Code		Hours
VBH777	Assess Learning Needs of Individuals and Groups	30
VBH778	Plan for Teaching and Learning	40
VBH779	Facilitate Individual and Group Learning	40
VBH780	Maintain Professional Competence	30
VBH781	Work in a Team	30
VBH782	Critically Examine Teaching and Learning Practice	40
VBH783	Develop Basic Assessment Tools	40
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ408A	Review Training	15
VBH789	Design and Customise Learning Programs	40

Elective Units

All of the following elective units:

VBH784	Develop and Customise Learning Resources	25
VBH785	Assess Clients Needs for Programs and Services	25
VBH786	Manage Flexible Teaching and Learning Programs	25
VBH787	Integrate Technology in Teaching and Learning	25
VBH792	Market and Promote Programs and Services	30
VBH796	Undertake Research in Vocational Education and Training	40
VBH797	Manage Projects	30
BSZ507A	Develop Assessment Tools	25

Graduate Certificate in Vocational Education and Training

Course Code: 21205VIC

Career Opportunities

Professional development to maximize and further develop existing skills of VET professionals.

Scope of Delivery

One day a fortnight over 24 weeks.

Course Objectives

The course aims to provide participants with a broadening of knowledge and skills, in a vocational education and training context, in the areas of: learning theories and practice; integrating technologies into learning processes; course design and evaluation; policy interpretation and implementation; research; responding to change; marketing; and strategic planning.

Entry Requirements

To qualify for admission to the course, applicants must:

- generally be employed in a registered training organisation, or other vocational education and training organisation or agency, or be involved in practical situations that enable them to apply knowledge and skills that they demonstrate to the satisfaction of the Head of Department
- have successfully completed the Diploma of Vocational Education and Training(15560VIC), or equivalent.

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

Selection Procedures/Selection Criteria

The applicant must:

- Have a relevant qualification and expertise in their industry
- Have current or recent work experience in a VET environment (last 3 years)
- Be currently working in an environment where the applicant can apply and reflect on the learning from the course.
- Be able to attend the program of study as set out in the information kit.

Course Duration

The course may be offered on a full-time basis over 200 nominal hours or part-time equivalent.

Course Structure

Core units (120 nominal hours)

Unit of Study Code		Hours
VBK810	Teaching and Learning Practices	80
VBK811	Using Technologies in VET	40
<i>at least two units selected from the following (each of which has a value of 40 nominal hours)</i>		
VBK812	VET Policy Analysis and Implementation	40
VBK813	Research Methods	40
VBK814	Educational Planning and Design	40
VBK815	Marketing and Strategic Planning	40

Graduate Certificate in VET in Schools Implementation

Course Code: 21102VIC

Career Opportunities

As a result of completing the Graduate Certificate in VET in Schools Implementation(21102VIC) participants will receive credit into various higher education courses.

Scope of Delivery

One day a fortnight over 20 weeks.

Course Objectives

The Graduate Certificate in VET in Schools Implementation(21102VIC) is a professional development course that has been designed for teachers/trainers involved in coordinating and/or implementing VET in Schools programs, i.e. TAFE teachers, secondary teachers and industry trainers.

The course aims to provide participants with in depth knowledge of:

- the context in which VET in Schools operate
- theory and skills for adolescent learning
- course design, assessment and evaluation skills
- strategies for VET in Schools implementation.

Entry Requirements

Candidates typically hold the equivalent of a Bachelor Degree and/or Advanced Diploma and are expected to demonstrate potential to undertake work at this level. In some circumstances, relevant prior work can be recognized, particularly where professional practice has been undertaken.

Therefore participants in the Graduate Certificate in VET in Schools Implementation(21102VIC) could be:

- TAFE teachers/trainers involved in VET in Schools programs;
- Secondary school teachers involved in VET in Schools programs;
- People with industry qualifications who have formed, or are forming partnerships with RTOs in delivering VET in Schools programs.

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

The applicant must have:

- A desire to or be currently working in a VET system;
- The capacity to complete a work placement in a secondary school offering VET in Schools or in another VET environment such as a RTO, TAFE, VCAL in TAFE or VET in the VCE;
- Be able to attend the program of study as set out in the information kit.

Course Duration

The course may be offered on a full-time basis over 200 nominal hours or part-time equivalent.

Course Structure

Unit of Study Code		Hours
VBJ694	VET in Schools Context	45
VBJ695	Theory and Skills for Adolescent Learning	45
VBJ696	Course Design, Assessment and Evaluation	45
VBJ697	VET in Schools Implementation	45

Short Course Centre

The Short Course Centre of Victoria University offers a variety of short courses to the general public as well as to business and industry. Comprising some 11 campuses across Melbourne, including three in the Melbourne CBD, with customised state-of-the-art facilities and industry-leading facilitators, Victoria University Short Courses will help to:

- upgrade business and computer skills
- gain credits for next qualification
- take the first step towards a new job
- have fun learning a new hobby.

Victoria University also provides customised learning and development workshops to meet organisations' specific requirements. These courses can be presented at our facilities, or in-company at your workplace. We deliver courses such as:

- Negotiation Skills
- Demystifying Project Management
- Accounting and Finance for Managers
- Risk Management
- Effective Sales Management
- Selling Skills
- Presentation Skills
- Effective Telephone Debt Collection
- Business Writing

plus many others.

To learn more about tailored learning and development solutions for business, contact the Manager of the Short Course Centre on 9919 7920.

Short courses on offer include:

Airbrushing

- Beginners, Intermediate & Advanced
- Special FX (Automotive)

Boatbuilding

- Boat Building: Beginners & Advanced

Business

- MYOB: Intro & Advanced
- Bookkeeping: Basic & Advanced
- Finance and Accounting for Managers
- Zero Based Budgeting
- Reading and Understanding Financial Statements
- Managing your Cash flow
- Business Writing Skills: 1-day
- Delivering Professional Presentations
- Demystifying Project Management
- Visual Merchandising
- Effective Telephone Debt Collection
- Introduction to Tax Planning and Preparing Tax Returns
- Advanced Tax Planning and Preparing Tax Returns

Small Business

- Understanding your Small Business

Carpentry

- Basic Home Maintenance

Cabinet Making

- Woodturning
- Woodwork: Beginners & Advanced

Computing

- Computer Keyboarding and Basic Word Processing
- Intro to Computers 1&2
- Creating your own Web Page
- An Intro to Multimedia
- Introduction to Video editing using Adobe Premiere 6.5
- Introduction to MS Office Word
- Introduction to MS Excel

- Introduction to MS PowerPoint
- Introduction to Flash

Creative Writing

- Introduction to Comedy Writing
- Write your Family History
- Creative Writing for Beginners
- Self-Publishing your Writing

Electrotechnology

- CISCO CCNA & CCNP Internetworking Training

Hospitality

- Food Hygiene: Basic Level 1 and Supervisor Levels 2&3
- Bar Operations
- Responsible Serving of Alcohol
- Responsible Service of Gaming
- Waiting Skills
- Wine Appreciation
- Coffee Making The Long and Short of it

Massage

- Introduction to Massage

Medical Terminology

- Medical Terminology Introduction
- Medical Office Introduction

Personal Finances

- Introduction to the Stock Market

Personal Services

- Beauty Therapy Orientation
- Make-up Program Orientation
- Make-Up Basics
- Bridal Make-up
- Fashion Make-up
- Photographic Make-up

Photography

- Photography: Theory & Practical

Police Entrance Exams

- Preparation for Police Entrance Exam
- Police Entrance Exam

Professional Management Series

- Incident Investigation for Managers
- Professional Communication
- Conflict Management for Supervisors
- Occupational Health and Safety

Property Investment

- Introduction to Successful Property Investment
- Advanced Property Investment

The Short Course Centre is located on Level 1, City King Campus, 225 King Street, Melbourne. Phone: (03) 9919 7920, fax: (03) 9919 7927 or visit our website at: www.vu.edu.au/shortcourses.

Shane Fitzgibbon
Manager, Short Course Centre

TAFE International

The TAFE Schools of Victoria University undertake a range of international activities, both onshore and offshore which include:

- developing overseas partnerships for the delivery of TAFE programs
- developing partnerships to support the development of vocational education and training systems for foreign governments
- provision of intensive English language training for foreign students both locally and overseas

- administration and support services to onshore international students studying at TAFE.

Victoria University offers a range of TAFE Diploma courses to international students including Business; Graphic Design and Multimedia; Hospitality and Information Technology.

English Language Institute (ELI)

Through the English Language Institute, the University offers a wide range of intensive English language programs for international students. ELI has NEAS accreditation (National ELT Accreditation Scheme) and is an English Australia (EA) College.

English language programs are offered at all levels from beginner to advanced and comprise two streams, general and academic, the latter preparing students for further studies. The general English language stream is suitable for students from beginner to advanced levels and is available full-time for students on student visas, and full-time or part-time to students on visitor's visas.

The ELI specialises in English for Academic Purposes (EAP) courses which focus on preparing students for 3 levels of study: TAFE, undergraduate and post-graduate. The EAP courses include Computer Assisted Language Learning (CALL) and IELTS preparation as required.

The ELI is involved in the delivery of programs and consultancy services in China, Vietnam, and Bangladesh and hosts study tours by groups of students and government officials from China, Abu Dhabi and Japan. The ELI also hosts professional development tours for English Language teachers from China.

The ELI provides support to the Faculty of Business and Law's MBA program at Beijing Jiaotong University, Beijing, PRC.

ELI is located at the Flinders Lane Campus, Level 5, 301 Flinders Lane, Melbourne. Phone: (03) 9919 1175, fax: (03) 9919 1298, e-mail: ELI@vu.edu.au.

Off-Shore Course Delivery

TAFE international programs are delivered through partnerships in China, Korea, New Zealand and Vietnam.

TAFE Diploma courses in Business, Graphic Design and Multimedia, Hospitality and Information Technology are being delivered off-shore.

David Fletcher
TAFE International

Workplace Learning Melbourne West

Workplace Learning Melbourne West (WLMW) is committed to developing sustainable partnerships between industry, community and secondary schools in order to establish quality structured workplace learning as an integral element of post compulsory schooling.

Operating from Newport Campus, WLMW acts as a broker making effective school, community and industry links for senior secondary school students and TAFE students in the Western Metropolitan Region of Melbourne.

WLMW finds short-term work placements in industry for 15 to 19 year olds as part of their VET in VCE and VCAL studies. Workplacements arranged by WLMW give students the opportunity to practice their skills in a work environment, to make contact with possible future employers and to assist students make a smooth transition from school to work.

Contact Colleen Bergin by phone: (03) 9919 8470, fax: (03) 9919 8465 or email colleen.bergin@vu.edu.au

Colleen Bergin
Program Manager, Workplace Learning Melbourne West

School of Business, Hospitality and Personal Services

The School of Business, Hospitality and Personal Services provides a diversity of study options through six Departments:

- Administrative and Legal Studies
- Financial Services
- Hospitality and Tourism
- Management and Marketing
- Personal Services
- Western Business Enterprise Centre.

The School offers a broad range of courses from Certificate II to Advanced Diploma level, covering key business and service industry sectors. The courses are developed in conjunction with industry, assuring students that the vocational education and training they receive is current and applicable to employer needs.

Articulation pathways have been established for those students wishing to continue their studies at higher TAFE or degree levels and continue life long learning. VET in Schools (VETiS) programs are offered in partnership with secondary schools in Melbourne's Western region.

New Apprenticeship and Traineeship programs are available by arrangement with the relevant Department.

Courses are conducted at the Footscray Nicholson, St Albans, Melton, Werribee, City King and Sunbury campuses. Arrangements can be made to conduct training in enterprise workplace settings. Many courses may be undertaken via the Flex Ed Centre with flexible learning arrangements to suit individual needs.

In addition to its range of award courses, the School of Business, Hospitality and Personal Services also provides many training services to industry, government and the community on a commercial or fee-for-service basis. These include consultancy services on a regional and state level, in house training, competency assessment including RPL (Recognition of Prior Learning), short courses and courses for international students on and offshore.

The School of Business, Hospitality and Personal Services provides a supportive learning environment that encourages students to extend themselves.

Students can work in a range of simulated and real industry settings such as restaurants, hairdressing, massage and beauty salons, Practice Firms, the Melbourne Design and Fashion Incubator, Melbourne Opera Company, L'Oreal Fashion Festival, Fashion Week New Model Awards, and the Office of Member of the Legislative Assembly Sunshine.

Formal study is undertaken in excellent learning spaces with the latest information technology and library facilities. Classrooms, computer laboratory spaces and salons are fully equipped to facilitate training to the highest industry standards. Flexible and online delivery is available in some courses and includes the TAFE Virtual Campus (TAFEVC) and Victoria University's Online Student Courses and Resources (OSCAR).

Departments of the School of Business, Hospitality and Personal Services are working closely with business on a number of projects including Arts in Business; Women in Business Networks; Youth Small Business Program; Mentors in Business Planning; Training for Business Consultants and Advisors Australia wide; Certificate IV in Business (Small Business Management); and the New Enterprise Incentive Scheme (NEIS). Frontline Management and Business Leadership programs are also delivered in enterprises.

Whether you are a school leaver or a mature aged person interested in full-time or part-time study, seeking an initial qualification or upgrading existing skills, we would be happy to respond to your enquiries regarding training options. Suggestions for new courses are also welcome.

Kathy Whye

Associate Director

School of Business, Hospitality and Personal Services

Department of Administrative and Legal Studies

The Department of Administrative and Legal Studies – TAFE conducts a wide range of courses that provide vocational education for a variety of business occupations ranging from pre-employment through to para-professional level. Training would lead to positions such as Administrative Assistant, Clerical Officer, Administrative Officer, Accounts Payable/Receivable Clerk, Personal Assistant, Para-Legal and Legal Office Administrative Officer. In addition, the training provides participants with a broad range of generic vocational skills applicable to a number of job roles.

Details of the TAFE Certificate II to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code	
BSA30200	Certificate III in Business (Legal Administration)
BSA40200	Certificate IV in Business (Legal Services)
21434VIC	Advanced Diploma of Business (Legal Practice)
FNB50601	Diploma of Financial Services (Conveyancing)
BSB50201	Diploma of Business Administration
BSB40201	Certificate IV in Business Administration
BSB30101	Certificate III in Business
BSB30201	Certificate III in Business Administration
BSB40101	Certificate IV in Business
BSB50101	Diploma of Business

In addition to these courses, the Department of Administration and Legal Studies–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Margaret Parker

Head, Department of Administrative and Legal Studies–TAFE

Certificate III in Business (Legal Administration)

Course Code: BSA30200

Campus

Footscray Nicholson, St Albans.

Career Opportunities

Legal support staff.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

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

Entry Requirements

To qualify for admission to this course applicants must be assessed by the Head of Department as being capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by Victoria University may also be used as ranking in the case of over-subscribed groups.

Course Duration

Full-time basis over 420–510 hours.

Course Structure

The course requires the completion of 12 units as follows:

Core Units of Study

Unit of Study Code	Hours
BSACS301A	Apply the principles of confidentiality and security within the legal environment 10
BSALC301A	Use legal terminology in order to carry out tasks 40
BSALF301A	Maintain records for time and disbursements in a legal practice 40
BSALO301A	Assist in prioritising and planning activities in a legal practice 10
BSALPP301A	Apply knowledge to the legal system to complete tasks 80
BSALPP302A	Carry out search of the public record 25
BSALR301A	Handle receipt and despatch of information 20
BSBCMN201A	Work effectively in a business environment 20
BSBCMN306A	Produce business documents 80
BSBFLM303A	Contribute to effective workplace relationships 40

Units of Study

Plus a minimum of two units (may include BSALPP303A Deliver court documentation) from the SB01 Business Services Training Package Australian National Training Authority (ANTA) 2001 (including Legal Services) or any other endorsed Training Package, of which a maximum 1 unit may be included from a lower or higher level in this qualification, providing they have not previously been included in a qualification at a lower level.

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

Certificate IV in Business (Legal Services)

Course Code: BSA40200

Campus

Footscray Nicholson, St Albans.

Career Opportunities

Legal administration officer.

Scope of Delivery

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

Course Objectives

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

Entry Requirements

To qualify for admission to this course applicants must be assessed by the Head of Department as being capable of successfully completing the course.

In addition, units from the Certificate III in Business (Legal Administration)(BSA30200) are general pre-requisite units: If they have not been achieved in earlier training or work experience, they must be undertaken in addition to the core and elective requirements of the Certificate IV in Business (Legal Services)(BSA40200).

Selection Procedures/Selection Criteria

All applicants, regardless of ENTER or qualifications will be offered a place where possible. Where the number of applicants exceeds the number of offers to be made, the procedure as outlined above, will apply.

Course Duration

Full-time over 18 weeks 560–720 nominal hours (or 660–1155 nominal hours including prerequisite units).

Course Structure

Pre-requisite Units of Study

Unit of Study Code	Hours
BSALPP301A	Apply knowledge to the legal system to complete tasks 80
BSALPP302A	Carry out search of the public record 25
BSACS301A	Apply the principles of confidentiality and security within the legal environment 10
BSALC301A	Use legal terminology in order to carry out tasks 40
BSALF301A	Maintain records for time and disbursements in a legal practice 40
BSBCMN201A	Work effectively in a business environment 20

Core Units

Unit of Study Code	Hours
BSACS401A	Provide non-legal advice 50
BSALC401A	Interact with other parties 30
BSALC402A	Research, locate and provide legal and other information in response to requests 60
BSALF401A	Maintain trust accounts 50
BSALPP401A	Prepare and produce complex legal documents 80

Four units must be selected. In the case of full-time students, the Department of Administrative Studies will determine the Unit of Study to be offered. Workplace students (trainees) may select other electives in consultation with their employer, and with approval of the Head of Department, having regard to the list of relevant units in:

Two Unit of Study from:

Paralegal Functional Stream

Unit of Study Code	Hours
BSALPL401A	Provide support in Property Law matters 60
BSALPL402A	Provide support in Family Law matters 60
BSALPL403A	Provide support in Criminal Law matters 60
BSALPL404A	Provide support in Commercial Law matters 60

Community Services and Health Functional Stream

Unit of Study Code	Hours
CHCAD2A	Support the interests, rights and needs of clients within duty of care requirements 75
CHCCD1A	Support community participation 50
CHCCD3A	Meet information needs of the community 70
CHCCD7A	Support community resources 30

Conveyancing Functional Stream

Unit of Study Code	Hours
206/01	Take instructions in relation to a transaction 50
206/05	Prepare and execute documents 40

Litigation Functional Stream

Unit of Study Code	Hours
BSALLG401A	Arrange documents and list exhibits for litigation support 60

Financial Services Functional Stream

Unit of Study Code	Hours
FNAMERC03B	Serve legal process 40

Other Units of Study

Plus two units from the SB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of two units must be from a qualification at AQF level IV; 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.

Units are selected with the approval of the Head of Department, having regard to the units listed in the SB01 Business Services Training Package, Australian National Training Authority (ANTA), 2001. Any other state or nationally endorsed Training Package. 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.

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

Advanced Diploma of Business (Legal Practice)

Course Code: 21434VIC

Campus

Melton, Flex Ed.

Career Opportunities

Senior law clerk.

Scope of Delivery

Full time, Part time and flexible delivery

Course Objective

The course aims to develop specialised skills and knowledge of participants wishing to enter employment (other than as the holder of a practising certificate) in legal practice at a senior level and gain the necessary skills and knowledge to undertake employment as a senior law clerk in a law firm, corporation or government department.

In addition to this, the course aims to provide the knowledge and skills to:

- identify potential clients and their requirements;
- apply methods for responding to clients needs;
- provide quality customer service in a legal environment;
- prepare, develop and manage legal documents; and
- manage the recruitment, development and supervision of base level legal and clerical staff.

Entry Requirements

To qualify for admission to the course applicants must generally have successfully completed an approved course of study at Year 12 (including Units 3 and 4 of English) level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

All applicants with an ENTER score of 60 or above will be given selection priority. The balance of offers will be made to students with an ENTER score until the selection quota has been filled.

In case of Direct Entry applications, educational qualifications, employment history (voluntary work) and life experience are taken into account in selection.

Date of receipt of application may also be used as ranking in the case of over-subscribed groups.

Course Duration

Full-time basis over two years or part-time equivalent (1190–1210 nominal hours). 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.

Course Structure

Participants must complete 9 Core Unit of Study, a minimum of 755–765 hours from Elective Unit of Study (Group A and B), with a minimum of 8 Elective Unit of Study from Group A.

Core Units of Study

Unit of Study Code	Hours
VBJ370 Career Planning and Skills Assessment <i>or</i>	20
VBJ369 Competency Analysis	10

Note: The School may require students to attempt an above module at the start of the course

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
VBJ206 Identify Potential Clients & Provide Advice on Services	51

VBJ207 Practise in a Legal Environment 68
VBJ206 and VBJ207 may be undertaken by way of practical placement in a legal workplace environment.

Elective Units of Study

Participants must complete a minimum of 755–765 hours from Elective Unit of Study (Group A and B), with a minimum of 8 Elective Unit of Study from Group A.

Group A

Unit of Study Code	Hours
VBJ208 Manage Legal Practice Operations Resources	51
VBM900 The Conveyancing Process	51
VBM901 Family Law	51
VBM902 Legal Aspects of International Commerce	51
VBM903 Land Contracts	51
VBM904 Mortgages, Leases and Building Contracts	51
VBM905 Consumer Protection Law	51
VBM906 Probate and Administration	51
VBM907 Civil Procedure	51
VBM908 Administrative Law	51
VBM909 Criminal Law	51
VBM910 Company and Associations Law	51
VBM911 Restrictive Trade Practices (DL091)	51
VBM912 Law of Marketing	51
VBM913 Legal Research Method	51

Group B

Unit of Study Code	Hours
NAP719 Accounting for Non-Accountants	50–60
NAP723 Marketing & Planning for Small Business	54
NAP757 Income Tax Law for Accountants	50–60
NCS003 Job Seeking Skills	20
NCS006 Writing Workplace Documents	20
NCS007 Presenting Information	20
NCS009 Negotiation Skills	20
NCS010 Team Building Communication	20
NCS011 Client Interaction	20
NCS012 Meetings	20
NCS013 Interviews	20
NCS015 Presenting Reports	20
NGMS102 Managing Operations–Customer Service	20
NGMS106 Managing Effective Working Relationships	40
NGMS111 Managing People–Workplace Practice	40
NGMS118 Managing People–Training & Development	40
NOS110.v2 Occupational Health and Safety	10
NOS116 Keyboarding Techniques & Operations	20
NOS118.v2 Computer Operations–Data Retrieval	10
NOS211 Keyboarding–Speed and Accuracy	40
NOS213 Computer Operations	15
NOS214.v2 Word Processing for Operators	50
NOS215.v2 Database Fundamentals	20
NOS216.v2 Spreadsheet Fundamentals	20
NOS222.v2 Word Processing Fundamentals	20
NOS230 Organisational Behaviour	54
NOS233 Audio Transcription–Introduction	10
NOS304.v3 Word Processing–Advanced Operator	40
NOS305.v2 Text Production	40
SB01 Introduction to Small Business	40
VAG443 Trust Accounting for Legal Executives	51
VBK768 Accounting to Trial Balance	60

NOS110.v2 Occupational Health and Safety must be completed prior to undertaking any practical placement.

Any relevant module/s from an accredited course or endorsed units of competency 100.

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

Diploma of Financial Services (Conveyancing)

Course Code: FNB50601

Campus

Footscray Nicholson

Career Opportunities

Conveyancers

Scope of Delivery

This is a fee-for-service course.

Course Objectives

The course provides the knowledge and skills required of those employed as conveyancers at the managerial level.

Entry Requirements

Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to previous industry and educational experience.

Selection Procedures

A direct entry application form must be completed and forwarded to the Administrative and Legal Department. Applicants may be required to attend an interview.

Course Duration

The course is delivered part-time over 2 years.

Course Structure

Core Units of Study

Unit of Study Code		Hours
FNBCNV01A	Take instructions in relation to a transaction	120
FNBCNV03A	Liaise with clients, other professionals and third parties	60
FNBCNV05A	Prepare and execute documents	100
FNBCNV06A	Establish, manage and administer trust accounts	50
FNBCNV07A	Finalise transactions	30
BSBFML501B	Manage personal work priorities and professional development	60
FNBCNV02A	Obtain and analyse all information for the transaction	60
FNBCNV18A	Implement client service strategy	30

Plus a minimum of two electives selected by the Department and will be 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.

Course Objective

The Business Administration courses aim to provide participants with administrative skills and technical ability for administrative work in a broad range of Business organisations.

BSB50201 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

**BSB50201 Diploma of Business Administration/
BSB40201 Certificate IV in Business Administration**

To qualify for admission to the Diploma of Business Administration/Certificate IV in Business Administration applicants must be assessed by the Head of Department as being capable of completing the course. Generally completion of year 12 or equivalent and evidence of competence in BSB30101 Certificate III in Business is required.

BSB30101 Certificate III in Business

To qualify for admission to BSB30101 the Certificate III in Business, applicants must be assessed by the Head of Department as being capable of completing the course. Generally completion of year 12 or equivalent.

Selection Procedures/Selection Criteria

Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by Victoria University may also be used as ranking in the case of over-subscribed groups.

Course Duration

BSB50201 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

incorporating

Certificate IV in Business Administration

Certificate III in Business

Course Code: BSB50201 Diploma

Course Code: BSB40201 Certificate IV

Course Code: BSB30101 Certificate III

Career Opportunities

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

Scope of Delivery

BSB50201 Diploma of Business Administration is offered full time, part time or via flexible delivery.

Certificate III in Business

Course Code: BSB30101

Campus

Footscray Nicholson, St Albans, Werribee, Flex Ed.

Career Opportunities

Receptionist, Administrative Officer, Word Processor.

Scope of Delivery

Part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

Course Objectives

The course aims to provide 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, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by Victoria University may also be used as ranking in the case of over-subscribed groups.

Course Duration

The course may be offered on a full-time basis over 345–635 nominal hours or part-time equivalent.

Course Structure

The course consists of 12 units as follows:

A minimum of 8 units from the Common Business Units listed below, including BSBCMN311A Maintain Workplace Safety.

Core Units

Unit of Study Code		Hours
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
BSBMED302B	Prepare and process medical accounts	30

Plus a minimum of 3 units from the Common Business units listed below, including the unit BSBCMN311A Maintain workplace safety.

Unit of Study Code		Hours
BSBCMN301A	Exercise initiative in a business environment	20
BSBCMN302A	Organise personal work priorities and development	40
BSBFLM303A	Contribute to effective workplace relationships	40
BSBCMN304A	Contribute to personal skill development & learning	30
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
BSBCMN311A	Maintain workplace safety	40
BSBCMN312A	Support innovation and change	40
BSBCMN313A	Maintain environmental procedures	30
BSBCMN314A	Utilise a knowledge management system	50
BSBCMN315A	Work effectively with diversity	30
BSBCMN316A	Process customer complaints	30
BSBCMN317A	Meet customer needs and expectations	35
BSBCMN318A	Write simple documents	30
BSBCMN319A	Apply advanced first aid	30
BSBCMN320A	Maintain first aid equipment and resources	20

Plus 4 units from the Business Services Training Package or any other endorsed Training Package, of which 2 units must be from AQF 3 level, and maximum of 2 may be included from lower or higher levels. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Certificate IV in Business Administration

Course Code: BSB40201

Campus

Footscray Nicholson, St Albans, Flex Ed.

Career Opportunities

Receptionist, Administrative Assistant, Secretary.

Scope of Delivery

Full-time or part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

Course Objectives

The course aims to provide students with the knowledge and skills required to undertake work as an administrative assistant in a variety of settings.

Entry Requirements

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

Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by Victoria University may also be used as ranking in the case of over-subscribed groups.

All applicants, regardless of ENTER or qualifications will be offered a place where possible. Where the number of applicants exceeds the number of offers to be made, the procedure as outlined above, will apply.

Course Duration

The course may be offered on a full-time basis over 265–570 nominal hours or part-time equivalent.

Course Structure

The course requires the completion of 10 units as follows:

A minimum of 4 units from the Specialist Administration Domain listed below:

Unit of Study Code		Hours
BSBADM401A	Produce complex text from shorthand notes	50
BSBADM402A	Produce complex business documents	100
BSBADM403A	Develop and use complex databases	20
BSBADM404A	Develop and use complex spreadsheets	20
BSBADM405A	Organise meetings	20
BSBADM406A	Organise business travel	20
BSBADM407A	Administer projects	40
BSBADM408A	Prepare financial reports	40

A minimum of 3 Common Business units listed below:

Unit of Study Code		Hours
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	Co-ordinate business resources	30
BSBCMN408A	Report on financial activity	30
BSBCMN409A	Promote products and services	20
BSBCMN410A	Co-ordinate implementation of customer service strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40
BSBFLM404A	Lead work teams	50

And three units 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 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.

Should any of the following units be selected, then all three units must be undertaken:

Unit of Study Code	
BSZ401A	Plan assessment
BSZ402A	Conduct assessment
BSZ403A	Review assessment

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

Diploma of Business Administration

Course Code BSB50201

Campus

Footscray Nicholson, St Albans, Flex Ed.

Career Opportunities

Receptionist, Administrative Officer, Secretary.

Scope of Delivery

Full-time or part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

Course Objectives

The course aims to provide 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, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by Victoria University may also be used as ranking in the case of over-subscribed groups.

All applicants, regardless of ENTER or qualifications will be offered a place where possible. Where the number of applicants exceeds the number of offers to be made, the procedure as outlined above, will apply.

Course Duration

Full-time basis over 300–410 nominal hours.

Course Structure

The course requires the completion of 8 units as follows:

- (a) A minimum of 5 units from the Specialist Administration Domain below:

Unit of Study Code		Hours
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 documents design and development	60

- (b) 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 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 selected must contribute to and combine to form a work outcome.

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

Certificate III in Business Administration

Course Code: BSB30201

Campus

Footscray Nicholson, St Albans, Werribee, Flex Ed.

Career Opportunities

Receptionist, Administrative Officer, Word Processor.

Scope of Delivery

Continuing students only. Full-time or part-time basis and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

Course Objectives

The course aims to provide 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, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

Educational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students. Date of application received by Victoria University may also be used as ranking in the case of over-subscribed groups.

Course Duration

The course may be offered on a full-time basis over 315–780 nominal hours or part-time equivalent.

Course Structure

The course consists of 12 units as follows:

A minimum of 5 units from the Specialist Administration domain as listed below.

Core Units

Unit of Study Code		Hours
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
BSBMED302B	Prepare and process medical accounts	30

Plus a minimum of 3 units from the Common Business units listed below, including the unit BSBCM311A Maintain workplace safety.

Units of Study

Unit of Study Code		Hours
BSBCMN301A	Exercise initiative in a business environment	20
BSBCMN302A	Organise personal work priorities and development	40
BSBFLM303A	Contribute to effective workplace relationships	40
BSBCMN304A	Contribute to personal skill development & learning	30
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
BSBCMN311A	Maintain workplace safety	40
BSBCMN312A	Support innovation and change	40
BSBCMN313A	Maintain environmental procedures	30

Plus 4 units from the Business Services Training Package or any other endorsed Training Package, of which 2 units must be from AQF 3 level, and maximum of 2 may be included from lower or higher levels. Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Certificate IV in Business

Course Code: BSB40101

Campus

To be advised.

Career Opportunities

Administrative Work.

Scope of Delivery

This course is offered as a Traineeship only.

Course Objective

The course aims to provide students with the knowledge and skills required to manage administrative work across all industries.

Entry Requirements

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

As per National Apprenticeship Centre (NAC) Guidelines.

Course Duration

The course may be offered on a full-time basis over 315–520 nominal hours or part-time equivalent.

Course Structure

A minimum of 4 units selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code		Hours
BSBFLM404A	Lead work teams	50
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present workplace 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 & monitor environmental policies 40

Six units (together totalling at least 205 nominal hours) of which a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 4; and 1 unit (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level, with the approval of the Head of Department, having regard to the units listed in the relevant training package.

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

Diploma of Business

Course Code: BSB50101

Campus

To be advised.

Career Opportunities

Management.

Scope of Delivery

This course is offered to Industry groups only.

Course Objective

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

Entry Requirements

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

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

Course Duration

The course may be offered on a full-time basis over 280–610 nominal hours or part-time equivalent.

Course Structure

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

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 selected from the Assessment and Workplace Training domain.

A minimum of five units (together totalling a minimum of 125 nominal hours) to be undertaken having regard to the AQF level V units listed in the Business Services Training Package (BSB01), Australian National Training Authority, 2001;

Three units (together totalling a minimum of 155 nominal hours) to be undertaken having regard to the units listed in the relevant training package.

Department of Financial Services

The Department of Financial Services–TAFE conducts a range of courses that provide vocational education for a variety of financial occupations ranging from pre-employment through to professional level.

Details of the TAFE Diploma and Advanced Diploma courses offered by the Department are set out below.

Course Codes

FNB60202	Advanced Diploma of Accounting
FNB50202	Diploma of Accounting
90025NSW	Diploma of Business (Banking and Finance)
21081VIC	Course in Stock market Investment
21400VIC	Certificate IV in Stock market Investment, Broking and Risk
2004AAA	Course in Real Estate for Agents' Representatives
2404ADA	The Certificate IV in Business (Real Estate Agency Practice)
BSZ40198	Certificate IV in Assessment and Workplace Training

In addition to these courses, the Department of Financial Services–TAFE conducts traineeships and training courses for industry.

Peter Cook

Head, Department of Financial Services–TAFE

Career Opportunities

The courses outlined aim to provide students with the opportunity to qualify with nationally recognised competencies targeting employment opportunities in clerical/bookkeeping and accounting related roles.

The accounting industry contains a varied range of career options found across Australia in big and small businesses alike. A number of examples of possible career options are noted below.

Bookkeeping

There are many small businesses in Australia that require the skills of a qualified bookkeeper to maintain an accurate set of accounting books that provide the business owners with financial information. The advent of the GST has created additional demand for people with strong bookkeeping and accounting skills.

Public Practice

These businesses require the services of persons to assist with financial and accounting related matters.

Other Options

Other opportunities for employment include the following:

- Bursars are generally responsible for the accounting functions of schools and tertiary institutions;
- Finance managers prepare financial reports for management and are responsible for ensuring the best use of limited funds;
- Taxation specialists work with businesses to advise them on the best way to use limited resources in a tax effective manner.

Advanced Diploma of Accounting

incorporating

Diploma of Accounting

Course Code: FNB60202 Advanced Diploma

Course Code: FNB50202 Diploma

Campus

Footscray Nicholson, Melton, St Albans, Werribee.

Career Opportunities

Assistant accountant.

Scope of Delivery

The Diploma of Accounting and the Advanced Diploma of Accounting are offered on a full-time and part-time basis.

Course Objectives

- FNB60202 the Advanced Diploma of Accounting 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.
- FNB50202 the 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

There are no formal entry requirements for entry to this course. Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 4 (for FNB50202 the Diploma of Accounting), Level 5 (for FNB60202 the Advanced Diploma of Accounting) or equivalent.

Selection Procedures/Selection Criteria

VTAC Applicants: To qualify for admission to FNB50202 the Diploma of Accounting 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.

Direct Entry Applicants: Educational qualifications, employment history and life experience are taken into account in selecting direct entry applications. Date of application received by Admissions may also be used as ranking in the case of over-subscribed groups.

Course Duration

FNB60202 the Advanced Diploma of Accounting may be offered on a full-time basis over 1 year or part-time equivalent. Students commence this course after completion of FNB50202 the Diploma of Accounting.

FNB50202 the Diploma of Accounting may be offered on a full-time basis over 1 year or part-time equivalent.

Part-time programs are normally conducted in the evenings.

Course Structure

FNB60202 the Advanced Diploma of Accounting FNB60202 consists of 2 stages.

Stage 1: FNB50202 Diploma of Accounting

Pre-Requisite Units of Study

Unit of Study Code	Hours
BSBADM308A Process Payroll	30
BSBADM408A Prepare Financial Reports	40
BSBCMN308A Maintain Financial Records	60
FNBACC21A Set up and Operate a Computerised Accounting System	80
FNBFIN61A Prepare and Bank Receipts	10
FNBFIN65A Process Journal Entries	10

Core Unit of Studies Standards

Unit of Study Code	Hours
FNBACC02B Prepare Income Tax Returns	60
FNBACC03B Manage Budgets and Forecasts	50
FNBACC04B Prepare Financial Reports for a Reporting Entity	60
FNBACC06B Implement and Maintain Internal Control Procedures	40
FNBACC30A Provide Management Accounting Information	60

Elective Unit of Study Standards

Unit of Study Code	Hours
BSBADM404A Develop and Use Complex Spreadsheets	20
BSBCMN214A Create and Use Simple Spreadsheets	20
FNARFS14A Deliver a Service to Customers	35
FNBACC01B Provide Financial and Business Performance Information	60
FNBACC22A Process Business Tax Obligations	50
FNBACC29A Make Decisions within a Legal Context	60

Upon successful completion of Stage 1, or equivalent, students are eligible to apply for entry into Stage 2 – Advanced Diploma of Accounting(FNB60299)

Stage 2: Advanced Diploma of Accounting(FNB60202)**Core Units of Study Standard**

Unit of Study Code	Hours
FNBACC11B Monitor Corporate Governance Activities	60

Elective Unit of Study Standards

Unit of Study Code	Hours
BSBFLM503A Establish Effective Workplace Relationships	60
BSBFLM504A Facilitate Work Teams	60
FNBACC07B Prepare Complex Tax Returns	60
FNBACC09B Audit and Report on Financial Systems and Records	40
FNBACC10B Evaluate Tax Compliance	60
FNBACC15B Evaluate Organisations Financial Performance	60
FNBACC16B Evaluate Financial Risk	60
FNBACC17B Develop and Implement Financial Strategies	60
FNBACC27A Prepare and Analyse Management Accounting Information	60
FNBACC28A Prepare Complex Corporate Financial Reports	60

Note: Electives offered will be selected by the School and will be 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.

Diploma of Business (Banking and Finance)

Course Code: 90025NSW

Campus

Footscray Nicholson.

Career Opportunities

Bank Clerk, Branch Manager, and related banking and finance positions.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

This course is suitable for students wishing to work in the banking and finance industry, up to the level of branch manager. The Australian Institute of Bankers recognises the completed course as meeting its professional membership requirements.

Entry Requirements

To qualify for admission to the Diploma of Business (Banking and Finance)(90025NSW), applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

Student Selection is via VTAC or Direct Entry.

Course Duration

Full-time basis over 1 year.

Course Structure

Core		Hours
Unit of Study Code		
NAP710	Financial Accounting Applications 1	40
NAP722	Economics for Business	50

NAP750	Commercial Law Principles	40
NAP752	Contract Law	40
NCS018	Dealing with Customers and Clients	20
NGMS107	Managing and Developing Teams	40
NOS124	Accounting to Trial Balance	60
NOS215	Database Fundamentals	20
NOS216	Spreadsheet Fundamentals	20
NOS219	Accounting – Basic Reports	50
NOS222	Word Processing – Introduction	20
NOS321	Computer Graphic Operations	20
NSW8395A	Financial Institutions and Markets	50
NSW8395B	Financial Sales Skills	30
NSW8395D	Personal and Financial Management	50
NSW8395G	Commercial Banking and Finance	50
NSW8395H	Banking and Lending Practice	50
NSW8395J	Financial Institutions Law	50
NSW8395K	International Banking and Finance	50
VAD950	The Marketing Concept	68

Plus 2 of the following National Communication Modules:

Unit of Study Code	Hours	
NCS002	Writing Skills for Work	20
NCS004	Work Team Communication	20
NCS005	Dealing with Conflict	20
NCS006	Writing Workplace Documents	20
NCS007	Presenting Information	20

Plus electives totaling 40–60 hours to be selected from below:

Unit of Study Code	Hours	
NAP712	Company Accounting and Financial Statements	50
NAP720	Business Mathematics	30
NAP721	Business Statistics	30
NCS006	Writing Workplace Documents	20
NCS009	Negotiation Skills	20
NCS011	Client Interaction	20
NGMS106	Managing Effective Working Relationships	40
NGMS108	Managing and Organising Work for Goal Achievement	40
NGMS112	Managing People Recruitment, Selection and Induction	40
NGMS213	Managing Projects	40
NOS230	Organisational Behaviour	50

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

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

Course in Stock Market Investment

Course Code: 21081VIC

Campus

Footscray Nicholson.

Career Opportunities

Stockbroking.

Scope of Delivery

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

Course Objectives

The course aims to provide an understanding of the basic stock market investment strategies along with specialist knowledge of fundamental and technical analysis.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants apply by completing forms sent to them following phone, letter or email enquiry.

Course Duration

The course may be offered on a full-time basis over a minimum of 250 nominal hours or part-time equivalent.

Course Structure

Core			
Unit of Study Code		Hours	
VBJ821	Stock Market Essentials	16	
VBJ822	Fundamental Analysis	38	
VBJ823	Technical Analysis	53	
VBJ824	Sectoral Analysis	55	
VBJ825	Derivatives Markets	47	
VBJ826	Personal Financial Planning	41	

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

Certificate IV in Stock Market Investment, Broking and Risk

Course Code: 21400VIC

Campus

Footscray Nicholson.

Career Opportunities

Stockbroking.

Scope of Delivery

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

Course Objectives

The course aims to provide competence in fundamental and technical analysis of stocks in a range of sectors, basic investment strategies, and the provision of advisory services.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants apply by completing forms sent to them following phone, letter or email enquiry.

Course Duration

The course may be offered on a full-time basis over a minimum of 766 nominal hours or part-time equivalent.

Course Structure

Core Units			
Unit of Study Code		Hours	
FNACRM06B	Facilitate compliance with statutory legislative and legal Requirements	20	
FNACRM07B	Establish securities to minimise risk	20	
FNBASC01A	Establish client relationships and analyse needs	50	
FNBASC02A	Develop, present and negotiate client solutions	50	
FNBASX03A	Conduct research to support recommendations	80	
FNBCOM11A	Resolve Disputes	25	
FNBLIF29A	Undertake risk assessment	50	
FNBSUP35A	Establish and maintain fund or plan	70	
ICTTC200A	Use Telecommunications technology in receiving and making calls in the call centre environment	30	
ICTTC201A	Use basic computer technology to process enterprise and customer data in a call centre	50	

ICTTC211A	Process sales of complex product(s)/service(s) and where customer is unsure of available solutions	40
VBJ821	Stock Market Basics	16
VBM716	Investment Strategies 1	20
VBM717	Technical Analysis 2	20
VBM718	Advanced Analysis	20
VBM719	Sectoral Analysis 2	50
VBM720	Advanced Investment Products	30
VBM721	Investment Strategies	30
VBN112	Fundamental Analysis 1	35
VBN113	Technical Analysis 1	40
VBN114	Sectoral Analysis 1	20

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

Course in Real Estate for Agents' Representatives

Course Code: 2004AAA

Campus

Footscray Nicholson, Sunbury, Werribee, Flex Ed.

Career Opportunities

Agents' Representative.

Scope of Delivery

Continuing students only. Part time evening course run over six weeks. Also available by Flexible Education. This is a fee-for-service course.

Course Objectives

This course aims to provide participants with a basic understanding of the legal principles and estate practices necessary to practice as an agents' representative in the real estate industry.

Entry Requirements

Applicants will be required to have basic literacy and numeracy skills and be assessed by the School as being capable of completing the course.

This course is suitable for persons wishing to be employed in the Real Estate or Property Services industry. Mature aged applicants are encouraged to apply.

Selection Procedures/Selection Criteria

Applicants apply by completing forms sent to them following phone, letter or email enquiry. Preference is given to those employed or about to be employed in the Real Estate Industry.

Course Duration

The Course in Real Estate for Agents' Representatives(2004AAA) is offered on a part-time basis over six weeks. Part-time programs are normally conducted in the evening or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The Course in Real Estate for Agents' Representatives consists of the following three modules.

Participants must complete 3 modules

Unit of Study Code		Hours
ABH500	Real Estate Industry Overview	12
ABH501	Introduction to Sales	23
ABH502	Introduction to Property Management	15

Assessment

A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

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

The Certificate IV in Business (Real Estate Agency Practice)

incorporating

Course in Real Estate for Agents Representatives

Course Code: 2404ADA Certificate IV

Course Code: 2004AAA Course

Campus

St Albans, Flex Ed.

Career Opportunities

Licensed estate agent. Operating your own business.

Scope of Delivery

The Certificate IV in Business (Real Estate Agency Practice) is designed to be complete on a part time basis over two year. Part time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops, or structured classroom activities. This is a fee-for-service course.

Course Objective

This course aims to provide participants with the skills to perform the duties of a licensed estate agent. Graduates are expected to be employed within an estate agency whilst undertaking this course on a part-time basis or may gain employment as an estate agent during the course. The course aims to provide essential skills to manage an estate agency office, or to establish and operate an estate agency practice.

Course Duration

This course can be completed over a 1–3 year timeframe depending on current industry experience prior qualifications and individual time commitment.

Entry Requirements

To qualify for admission to 2404ADA the Certificate IV in Business (Real Estate Agency Practice) applicants must have estate agency work experience, English language, literacy and numeracy skills and be assessed as being capable of completing the course.

To be able to obtain registration as a licenced estate agent, applicants need to meet the requirements of the Office of Fair Trading and Business Affairs, within the Department of Justice, Victoria.

Selection Procedures/Selection Criteria

Application is via direct entry following contact with the university by phone, (03) 9919 8753 or (03) 9919 7037. Preference is given to those in the Real Estate Industry.

Course Structure

The Certificate IV in Business (Real Estate Agency Practice) consists of 27 modules.

Compulsory Unit of Study

Units of Study Code	Hours
ABH500 Real Estate Industry Overview	12
ABH501 Introduction to Sales	23
ABH502 Introduction to Property Management	15
ABH503 Real Estate Computing	15
ABH504 Real Estate Accounting	45
ABH505 Real Estate Computer Accounting	15
ABH507 Property Research and Analysis	12
ABH508 Real Estate Consumer Protection	20
ABH510 Contract Law for Real Estate	20
ABH511 Property Law	30
ABH512 Residential Tenancies	20
ABH513 Recognising Common Building Styles & Faults	15
ABH514 Property Management Listings	12
ABH515 Renting Residential Properties	10
ABH516 Servicing Managed Properties	20

ABH517 Introduction to Specialised Property Management	20
ABH522 Contracts for the Sale of Land	20
ABH523 Methods of Sale	20
ABH524 Property Appraisals	20
ABH525 Listings	30
ABH527 Selling by Auction	30
ABH528 Introduction to Specialised Property Sales	20
NAP750 Commercial Law Principles	35
NCS009 Negotiation Skills	20
NCS011 Client Interaction	20
NGMS114 Managing Finance-Performance	20
NOS215 Database Fundamentals	20

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

Certificate IV in Assessment and Workplace Training

Course Code: BSZ40198

Campus

City King.

Career Opportunities

Industry Trainer.

Scope of Delivery

Part-time, on campus.

Course Objectives

The aim of this course is to provide people for whom training is a large part of their job with the knowledge and skills required to develop, deliver and assess training programs for employees in an enterprise or industry.

This course is designed to provide a combination of on- and off-the-job training and assessment and provide an understanding of the requirements for:

- preparing, delivering and reviewing training on a one-to-one or small group basis in the workplace;
- conducting and reviewing workplace assessments.

Entry Requirements

There are no special educational requirements for entry into this course. Participants will be required to possess an appropriate level of literacy and numeracy.

Recognition of prior learning may be available based on skills and knowledge already acquired from previous study, as in articulation, or from work or life experience.

Selection Procedures/Selection Criteria

Direct entry.

Course Duration

This course may be offered on a full-time basis over 6 months or part-time equivalent.

Course Structure

Unit of Study Code	Hours
BSZ404A Train Small Groups	30
BSZ401A Plan Assessment	15
BSZ402A Conduct Assessment	15
BSZ403A Review Assessment	5
BSZ405A Plan & Promote a Training Program	50
BSZ406A Plan a Series of Training Sessions	30
BSZ407A Deliver Training Sessions	50
BSZ408A Review Training	15

Delivery structure

Part 1 should be completed before part 2; Part 2 before part 3 etc. The course takes a minimum of 2 months to complete.

Part 1:	
BSZ404A	Train Small Groups
Part 2:	
BSZ405A	Plan and Promote a Training Program
BSZ406A	Plan Sessions of Training
Part 3:	
BSZ407A	Deliver Training Sessions
BSZ408A	Review Training
Part 4:	
BSZ401A	Plan Assessment
BSZ402A	Conduct Assessment
BSZ403A	Review Assessment

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

Department of Hospitality and Tourism

The Department of Hospitality and Tourism – TAFE conducts a wide range of courses that provide vocational education for a variety of hospitality and tourism occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates II to IV and Diploma courses offered by the Department are set out below.

Code	
THH11002	Certificate I in Hospitality (Operations)
THH11102	Certificate I in Hospitality (Kitchen Operations)
THH21802	Certificate II in Hospitality (Operations)
THH22002	Certificate II in Hospitality (Kitchen Operations)
THH31502	Certificate III in Hospitality (Commercial Cookery)
THH32902	Certificate III in Hospitality (Catering Operations)
THH33002	Certificate III in Hospitality (Operations)
THH42602	Certificate IV in Hospitality (Supervision)
THH51202	Diploma of Hospitality Management
THH60202	Advanced Diploma of Hospitality Management
THT30102	Certificate III in Meetings and Events
THT30302	Certificate III in Tourism (International Retail Travel Sales)
THT30902	Certificate III in Tourism (Guiding)
THT31002	Certificate III in Tourism (Operations)
THT30202	Certificate III in Tourism (Retail Travel Sales)
THT40102	Certificate IV in Tourism (Sales and Marketing)
THT50202	Diploma of Event Management
	THT40202 Certificate IV in Tourism (Operations)
THT50302	Diploma of Tourism (Operations Management)
THT60102	Advanced Diploma of Tourism Management

In addition to these courses, the Department of Hospitality and Tourism – TAFE conducts traineeships, training courses and a consultancy service for industry.

Mike Hester

Head, Department of Hospitality and Tourism – TAFE

Certificate II in Hospitality (Operations)

Course Code: THH21802

Campus

Footscray Nicholson, Sunbury.

Career Opportunities

Hospitality management and supervision.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives

The course aims to provide training and knowledge for hospitality employees who perform a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Employees may be multi-skilled across more than one functional area of hospitality.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied. Contact the Department to find the date relevant for the course intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Unit of Study Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHGHS01B	Follow workplace hygiene procedures	15
THHHCO01B	Develop and update hospitality industry knowledge	25

Units of Study

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

- Food and Beverage;
- Housekeeping;
- Gaming;
- Front Office;
- Commercial Catering;
- Commercial Cookery;
- Patisserie;
- Asian Cookery.

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

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

Certificate II in Hospitality (Kitchen Operations)

Course Code: THH22002

Campus

Footscray Nicholson.

Career Opportunities

Hospitality management and supervision.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives

The course aims to provide training and knowledge for employees who undertake a range of kitchen functions and activities, which require the application of a limited range of practical skills in a defined context.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Unit of Study Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHHCO01B	Develop and update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHBKA01B	Organise and prepare food	20
THHBKA02B	Present food	6
THHBKA03B	Receive and store kitchen supplies	10
THHBKA04B	Clean and maintain kitchen premises	10
THHBCC01B	Use basic methods of cookery	45
THHCCH01A	Prepare, cook and serve food (holistic unit)	50

Units of Study

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

- Commercial Cookery (THHBCC02 – 10B);
- Commercial Catering (THHBCAT02 – 06B).

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

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

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

Certificate III in Hospitality (Commercial Cookery)

Course Code: THH31502

Campus

Footscray Nicholson.

Career Opportunities

Assistant cook.

Scope of Delivery

Apprenticeship only. The delivery mode for this program is on a part 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 over 24 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives

The course aims to provide training and knowledge required for employment as a qualified cook.

Entry Requirements

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

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Unit of Study Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHCO01B	Develop and update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHBKA01B	Organise and prepare food	20
THHBKA02B	Present food	6
THHBKA03B	Receive and store kitchen supplies	10
THHBKA04B	Clean and maintain kitchen premises	10
THHBCC01B	Use basic methods of cookery	45
THHCCH01A	Prepare, cook and serve food (holistic unit)	50
THHBCC02B	Prepare appetisers and salads	25
THHBCC03B	Prepare stocks, sauces and soups	35
THHBCC04B	Prepare vegetables, eggs and farinaceous dishes	45
THHBCC05B	Prepare and cook poultry and game	25
THHBCC06B	Prepare and cook seafood	30

THHBCC07B	Select, prepare and cook meat	50
THHBCC08B	Prepare hot and cold desserts	50
THHBCC09B	Prepare pastry, cakes and yeast goods	40
THHBCC10B	Plan and prepare food for buffets	25
THHBCC11B	Implement food safety procedures	25
THHBCAT01B	Prepare foods according to dietary and cultural needs	70
THHBCC13B	Plan and control menu-based catering	30
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20
THHCCH02A	Prepare, cook and serve food for menus (holistic unit)	80

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 the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

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

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

Certificate III in Hospitality (Catering Operations)

Course Code: THH32902

Campus

Sunbury.

Career Opportunities

Cook or kitchen attendant in a catering operation, e.g., hospital or restaurant.

Scope of Delivery

The normal delivery mode for this program is on a full-time basis only. 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 32 weeks over 9 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives

The course aims to provide training and knowledge for employees in the hospitality industry who perform a range of skilled catering operations with the need to apply discretion and judgement.

Entry Requirements

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

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

Unit of Study Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHCO01B	Develop and update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHBKA01B	Organise and prepare food	20
THHBKA02B	Present food	6
THHBKA03B	Receive and store kitchen supplies	10
THHBKA04B	Clean and maintain kitchen premises	10
THHBCC01B	Use basic methods of cookery	45
THHCCH01A	Prepare, cook and serve food (holistic unit)	50
THHBCC11B	Implement food safety procedures	25
THHBCAT02B	Package prepared foodstuffs	6
THHBCAT03B	Transport and store food in a safe and hygienic manner	12
THHBCAT06B	Apply catering control principles	10
THHBCC13B	Plan and control menu-based catering	30
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20

Units of Study

Seven units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

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

Certificate III in Hospitality (Operations)

Course Code: THH33002

Campus

Footscray Nicholson, Sunbury.

Career Opportunities

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

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 27 weeks over 9 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives

The course aims to provide training and knowledge required 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, 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

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Units of Study Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THHCO01B	Develop and update hospitality industry knowledge	25
THHGHS01B	Follow workplace hygiene procedures	15
THHGGA01B	Communicate on the telephone	10
THHGCS02B	Promote products and services to customers	45
THHGCS03B	Deal with conflict situations	20
THHGTR01B	Coach others in job skills	20

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), Australian National Training Authority, 2002:

- 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), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

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

Certificate IV in Hospitality (Supervision)

Course Code: THH42602

Campus

Footscray Nicholson, Sunbury.

Career Opportunities

Supervisor in restaurant or food and beverage operation.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives

The course aims to provide training and knowledge for team leaders or supervisors across all functional areas and sectors of the hospitality industry.

Entry Requirements

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

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHCO01B Develop and update hospitality industry knowledge	25
THHGH01B Follow workplace hygiene procedures	15
THHGGA01B Communicate on the telephone	10
THHGCS02B Promote products and services to customers	45
THHGCS03B Deal with conflict situations	20
THHGTR01B Coach others in job skills	20
THHGGA06B Receive and store stock	10

THHGGA07B Control and order stock	25
THHGLE01B Monitor work operations	30
THHGLE02B Implement workplace health, safety and security Procedures	30
THHGLE08B Lead and manage people	60
THHGFA06A Interpret financial information	60

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), Australian National Training Authority, 2002:

- 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), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFB09B Provide responsible service of alcohol must be selected.

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

Diploma of Hospitality Management

Course Code: THH51202

Campus

Sunbury.

Career Opportunities

Mid-level management in hospitality.

Scope of Delivery

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

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

Course Objectives

The course aims to provide training and knowledge for managers employed in any hospitality functional area.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Unit code	Hours
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHHCO01B Develop and update hospitality industry Knowledge	25
THHGHS01B Follow workplace hygiene procedures	15
THHGGA01B Communicate on the telephone	10
THHGCS02B Promote products and services to customers	45
THHGCS03B Deal with conflict situations	20
THHGTR01B Coach others in job skills	20
THHGGA06B Receive and store stock	10
THHGGA07B Control and order stock	25
THHGLE01B Monitor work operations	30
THHGLE02B Implement workplace health, safety and security Procedures	30
THHGLE08B Lead and manage people	60
THHGFA06A Interpret financial information	60
THHGLE03B Develop and implement operational plans	50
THHGLE04B Establish and maintain a safe and secure Workplace	30
THHGLE05B Roster staff	30
THHGLE11B Manage quality customer service	30
THHGLE13B Manage finances within a budget	30
THHGLE14B Prepare and monitor budgets	30
THHGLE20B Develop and update the legal knowledge required for business compliance	80
THHGCS08B Establish and conduct business relationships	60
THHGLE09B Manage workplace diversity	60

Units of Study

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

- Food and Beverage;
- Front Office;
- General Administration;
- Computer Technology;
- Financial Administration;
- Hygiene, Health, Safety and Security;
- Housekeeping;
- Gaming;
- Commercial Catering;
- Commercial Cookery;
- Patisserie;
- Asian Cookery;
- Sales/Office Operations;
- Wine Tourism.

The remaining units are to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

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

Modules listed are subject to change in 2004 onwards.

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

Advanced Diploma of Hospitality Management

Course Code: THH60202

Campus

Footscray Nicholson, Sunbury.

Career Opportunities

Hospitality management.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 72 weeks over 24 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objectives

The course aims to provide training and knowledge for senior managers in any hospitality functional area.

Entry Requirements

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

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHHCO01B Develop and update hospitality industry Knowledge	25
THHGHS01B Follow workplace hygiene procedures	15

THHGGA01B Communicate on the telephone	10
THHGCS02B Promote products and services to customers	45
THHGCS03B Deal with conflict situations	20
THHGTR01B Coach others in job skills	20
THHGGA06B Receive and store stock	10
THHGGA07B Control and order stock	25
THHGLE01B Monitor work operations	30
THHGLE02B Implement workplace health, safety and security Procedures	30
THHGLE08B Lead and manage people	60
THHGFA06A Interpret financial information	60
THHGLE03B Develop and implement operational plans	50
THHGLE04B Establish and maintain a safe and secure Workplace	30
THHGLE05B Roster staff	30
THHGLE11B Manage quality customer service	30
THHGLE13B Manage finances within a budget	30
THHGLE14B Prepare and monitor budgets	30
THHGLE20B Develop and update the legal knowledge required for business compliance	80
THHGCS08B Establish and conduct business relationships	60
THHGLE09B Manage workplace diversity	60
THHGLE15B Manage financial operations	75
THHGLE16B Manage physical assets	40
THHGLE19B Develop and implement a business plan	40
THHGLE12B Develop and manage marketing strategies	80
THHGLE06B Monitor staff performance	50
THHGLE07B Recruit and select staff	60

Units of Study

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

- Food and Beverage;
- Front Office;
- General Administration;
- Computer Technology;
- Financial Administration;
- Hygiene, Health, Safety and Security;
- Housekeeping;
- Gaming;
- Commercial Catering;
- Commercial Cookery;
- Patisserie;
- Asian Cookery;
- Sales/Office Operations;
- Wine Tourism.

The remaining units are to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

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

Modules listed are subject to change in 2004 onwards.

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

Certificate III in Meeting and Events

Course Code: THT30102

Campus

Werribee.

Career Opportunities

Support staff

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 6 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

The course is designed to provide the knowledge and skills required of staff who play a support role in co-ordinating meetings, conferences and events

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis of 539 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
BSBCMN205A Use business technology	30
BSBCMN213A Produce simple wordprocessed documents	60
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHGCS03B Deal with conflict situations	20
THHGFA01B Process financial transactions	25
THHGGA01B Communicate on the telephone	10
THHGGA02B Perform office procedures	20
THTFME01B Co-ordinate guest/delegate registrations at venue	40
THTFME03A Develop and update event industry knowledge	25
THTSOP03B Access and interpret product information	65
THTSOP05B Prepare quotations	30
THTSOP07B Book and co-ordinate supplier services	20
THTSOP15B Process and monitor event registration	60
THTTCO01B Develop and update tourism industry knowledge	25

Units of Study

A minimum of two units of which two units must be selected from the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or with the remaining units selected from any relevant training packaged endorsed by the Australian National Training Authority.

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

Certificate III in Tourism (International Retail Travel Sales)

Course Code: THT30302

Campus

Werribee.

Career Opportunities

International Travel Consultant.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 27 weeks over 9 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

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

Entry Requirements

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

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

- Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.
- Attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure**Core Units of Study**

Unit of Study Code	Hours
BSBCM205A Use business technology	30
BSBCM213A Produce simple wordprocessed documents	60
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHGCS03B Deal with conflict situations	20
THHGFA01B Process financial transactions	25
THHGGA01B Communicate on the telephone	10
THHGGA02B Perform office procedures	20

THTSOP02B Source and provide destination information and advice	85
THTSOP03B Access and interpret product information	65
THTSOP04B Sell tourism products and services	35
THTSOP05B Prepare quotations	30
THTSOP07B Book and co-ordinate supplier services	20
THTSOP08B Operate a computerised reservations system	120
THTSOP09B Process non air documentation	25
THTSOP18A Process air documentation	40
THTSOP19A Construct domestic airfares	35
THTSOP20A Construct normal international airfares	40
THTSOP21A Construct promotional international airfares	40
THTTCC001B Develop and update tourism industry knowledge	25

Units of Study

One unit (totalling 20 nominal hours) selected from the Tourism or Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

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

Certificate III in Tourism (Guiding)

Course Code: THT30902

Campus

Werribee.

Career Opportunities

Local guide, driver guide, coach captain.

Scope of Delivery

Industry volunteers only. 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 18 weeks over 6 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

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

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHGHS03B Provide first aid	24
THTFTG01B Work as a guide	90
THTFTG03B Develop and maintain the general knowledge Required by guides	100
THTFTG05B Lead tour groups	30
THTFTG06B Prepare and present tour commentaries or Activities	70
THTTCO01B Develop and update tourism industry knowledge	25

Units of Study

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

- Guiding;
- Tour Operations.

The remaining units are to be selected from any relevant training packaged endorsed by the Australian National Training Authority.

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

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

Certificate III in Tourism (Operations)

Course Code: THT31002

Campus

Werribee.

Career Opportunities

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

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 6 months. Applicants admitted to a program either through an Industry Enterprise Program.

Course Objective

The course aims to provide training and knowledge for tourism industry employees who perform a range of skilled tasks using discretion and judgement, and who are required to select, adapt and transfer skills to different situations.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHGCS01B Develop and update local knowledge	10
THHGCS02B Promote products and services to customers	40
THHGCS03B Deal with conflict situations	20
THHGGA01B Communicate on the telephone	10
THTTCO01B Develop and update tourism industry knowledge	25

Units of Study

Nine units are required of which a minimum of four units must be selected from one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002:

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

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

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

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

Certificate III in Tourism (Retail Travel Sales)

Course Code: THT30202

Campus

Werribee.

Career Opportunities

Information officer, booking agent.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 27 weeks over 9 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

The course aims to provide training and knowledge for retail travel consultants working in a domestic context.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Code	Hours
BSBCMN205A	30
BSBCMN213A	60
THHCOR01B	20
THHCOR02B	20
THHCOR03B	5
THHGCS03B	20
THHGFA01B	25
THHGGA01B	10
THHGGA02B	20
THTSOP02B	85
THTSOP03B	65
THTSOP04B	35
THTSOP05B	30
THTSOP07B	20
THTSOP08B	120
THTSOP09B	25
THTSOP18A	40
THTSOP19A	35
THTTCO01B	25

Units of Study

Two units selected from the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority.

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

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

Certificate IV in Tourism (Sales and Marketing)

Course Code: THT40102

Campus

To be advised.

Career Opportunities

Supervisor role with sales and marketing function.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

The course aims to provide training and knowledge for those working in a variety of sales and marketing roles across all sectors of the tourism industry.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Units of Study Code	Hours
THHCOR01B	20
THHCOR02B	20
THHCOR03B	5
THTTCO01B	25
THHGGA01B	10
THHGGA02B	20
THHGCS03B	20
BSBCMN205A	30
BSBCMN213A	60
THTSOP04B	35
THHGCS04B	30
THHGCS06B	20
THHGCS07B	30
THHGCS08B	60
THTSMA02B	30
THHGGA04B	25
THHGGA05B	20
THHGFA06A	60
THHGLE13B	30

Units of Study

Two units selected from the Tourism Training Package (THT02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority.

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

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

Diploma of Event Management

Course Code: THT50202

Campus

Sunbury.

Career Opportunities

Conference, Events or Meetings Manager.

Scope of Delivery

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

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

Course Objective

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

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

- Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.
- Attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis over a minimum of 1293 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Units of Study Code	Hours
BSBCMN205A Use business technology	30
BSBCMN213A Produce simple wordprocessed documents	60
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHGCS03B Deal with conflict situations	20
THHGCS08B Establish and conduct business relationships	60
THHGFA06A Interpret financial information	60
THHGGA01B Communicate on the telephone	10
THHGGA02B Perform office procedures	20
THHGGA09B Manage projects	60
THHGLE01B Monitor work operations	30
THHGLE02B Implement workplace health, safety & security	

THHGLE03B Develop and implement operational plans	30
THHGLE04B Establish and maintain a safe and secure workplace	30
THHGLE08B Lead and manage people	60
THHGLE11B Manage quality customer service	30
THHGLE13B Manage finances within a budget	30
THHGLE14B Prepare and monitor budgets	30
THHGLE20B Develop and update the legal knowledge required for business compliance	80
THHGTR01B Coach others in job skills	20

Stream Unit of Study

Units of Study Code	Hours
THHGLE22A Manage risk	60
THTFME02B Provide on site even management services	60
THTFME03A Develop and update event industry knowledge	25
THTFME04A Develop and event concept	30
THTFME05A Select event venues and sites	35
THTFME06A Manage event contractors	40
THTFME07A Organise & monitor infrastructure for outdoor events	40
THTFME08A Integrate technology into the event management process	60
THTPPD08B Plan and develop event proposals and bids	40
THTPPD09B Develop conference programs	30
THTPPD10B Develop and implement sponsorship plans	30

Units of Study

At least eight units selected by the student, with the approval of the Head of Department from any relevant nationally endorsed Training Package.

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

Certificate II in Tourism (Operations)

Course Code: THT20502

Campus

Werribee.

Career Opportunities

Junior position in one of the six industry sectors, e.g. Tour Guide, Theme Park Attendant.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 18 weeks over 5 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

The course aims to provide training and knowledge for entry-level tourism industry employees who perform a range of mainly routine tasks under direct supervision.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHGCS01B Develop and update local knowledge	10
THHTCO01B Develop and update tourism industry knowledge	25

Units of Study

Six units are required of which a minimum of two units must be selected from the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002:

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

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

All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

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

Certificate IV in Tourism (Operations)

Course Code: THT40202

Campus

Sunbury, Werribee.

Career Opportunities

Supervisor in tourism operations role.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 36 weeks over 12 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

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

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
BSBCMN205A Use business technology	30
BSBCMN213A Produce simple word processed documents	60
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THHTCO01B Develop and update tourism industry knowledge	25
THHGGA01B Communicate on the telephone	10
THHGGA02B Perform office procedures	20
THHGCS03B Deal with conflict situations	20
THHGTR01B Coach others in job skills	20
THHGLE01B Monitor work operations	30
THHGLE02B Implement workplace health, safety and security Procedures	30
THHGLE08B Lead and manage people	60

Units of Study

Sixteen units are required of which a minimum of five units must be selected from one or more of the following areas of the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002:

- Sales/Office Operations;
- Guiding;
- Planning and Product Development;
- Sales and Marketing;
- Tour Operations;
- Meetings and Events;
- Attractions and Theme Parks;
- Wine Tourism;

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

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

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

Diploma of Tourism (Operations Management)

Course Code: THT50302

Campus

Sunbury, Werribee.

Career Opportunities

Retail Agency/Branch Manager, Operations Manager, or Visit Information Centre Manager.

Scope of Delivery

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

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

Course Objective

The course aims to provide training and knowledge for managers in all sectors of the tourism industry.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
THHCOR01B	Work with colleagues and customers	20
THHCOR02B	Work in a socially diverse environment	20
THHCOR03B	Follow health, safety and security procedures	5
THTTCO01B	Develop and update tourism industry knowledge	25
THHGGA01B	Communicate on the telephone	10
THHGGA02B	Perform office procedures	20
THHGCS03B	Deal with conflict situations	20
BSBCM205A	Use business technology	30
BSBCM213A	Produce simple word processed documents	60
THHGTR01B	Coach others in the job skills	20
THHGLE01B	Monitor work operations	30
THHGLE02B	Implement workplace health, safety and security Procedures	30
THHGLE08B	Lead and manage people	60
THHGLE03B	Develop and implement operational plans	50
THHGLE04B	Establish and maintain a safe and secure workplace	30
THHGFA06A	Interpret financial information	60

THHGLE13B	Manage finances within a budget	30
THHGLE14B	Prepare and monitor budgets	30
THHGLE20B	Develop and update the legal knowledge required for business compliance	80
THHGCS08B	Establish and conduct business relationships	60
THHGLE11B	Manage quality customer service	30
THHGGA09B	Manage projects	60

Units of Study

Eighteen units are required of which a minimum of eight units must be selected from one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002:

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

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

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

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

Advanced Diploma of Tourism Management

Course Code: THT60102

Campus

Sunbury, Werribee.

Career Opportunities

Senior or General Manager, Owner Operator.

Scope of Delivery

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

Applicants who are admitted to an on-campus program and successfully complete each stage of the course could expect to study for 72 weeks over 24 months. Applicants admitted to a program either through an Industry Enterprise Program, New Apprentice or other delivery mode should discuss their program duration with their selection officer.

Course Objective

The course aims to provide training and knowledge for owner/operators, senior or general managers in any sector of the tourism industry.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

After completing an application for admission either through a TAFE Direct Admission form or VTAC dependant on the intake (check with the Department for the most appropriate method for the intake and time of year).

Applicants must attend an information session for the course that they have applied, contact the Department to find the date relevant for the intake that you are applying for.

Applicants must attend a Department selection interview, at this time you will also be asked to complete a written test to evaluate basic industry knowledge, numeracy and literacy skills.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
THHCOR01B Work with colleagues and customers	20
THHCOR02B Work in a socially diverse environment	20
THHCOR03B Follow health, safety and security procedures	5
THTTCO01B Develop and update tourism industry knowledge	25
THHGGA01B Communicate on the telephone	10
THHGGA02B Perform office procedures	20
THHGCS03B Deal with conflict situations	20
BSBCMN205A Use business technology	30
BSBCMN213A Produce simple word processed documents	60
THHGTR01B Coach others in job skills	20
THHGLE01B Monitor work operations	30
THHGLE02B Implement workplace health, safety and security Procedures	30
THHGLE08B Lead and manage people	60
THHGLE03B Develop and implement operational plans	50
THHGLE04B Establish and maintain a safe and secure Workplace	30
THHGFA06A Interpret financial information	60
THHGLE13B Manage finances within a budget	30
THHGLE14B Prepare and monitor budgets	30
THHGLE20B Develop and update the legal knowledge required for business compliance	80
THHGCS08B Establish and conduct business relationships	60
THHGLE11B Manage quality customer service	30
THHGGA09B Manage projects	60
THHGLE15B Manage financial operations	75
THHGLE16B Manage physical assets	40
THHGLE12B Develop and manage marketing strategies	80
THHGLE19B Develop and implement a business plan	40
THHGLE09B Manage workplace diversity	60
THHGLE07B Recruit and select staff	60
THHGLE06B Monitor staff performance	50

Units of Study

Twenty units comprising a minimum of eight units selected from the Tourism Training Package (THT02), Australian National Training Authority, 2002 with the remaining maximum of twelve units selected from any training packaged endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

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

Department of Management and Marketing

The Department of Management and Marketing–TAFE conducts a wide range of courses that provide vocational education for a variety of management and marketing occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates II to IV, Diploma and Advanced Diploma courses offered by the department are set out below.

Code	
BSB41004	Certificate IV in Business (Frontline Management)
BSB51004	Diploma of Business (Frontline Management)
BSB30501	Certificate III in Business (Frontline Management)
BSB41001	Certificate IV in Business (Frontline Management)
BSB51001	Diploma of Business (Frontline Management)
BSB40801	Certificate IV in Business (Human Resources)
BSB50801	Diploma of Business (Human Resources)
BSB60301	Advanced Diploma of Business (Human Resources)
BSB41101	Certificate IV in Business Management
21365VIC	Graduate Certificate in Management
BSB50401	Diploma of Business Management
BSB60201	Advanced Diploma of Business Management
20055VIC	Advanced Diploma of Business (Operations Management)
20053VIC	Diploma of Business (Operations Management)
20051VIC	Certificate IV in Business (Operations Management)
BSB40601	Certificate IV in Business (Advertising)
BSB50601	Diploma of Business (Advertising)
BSB60501	Advanced Diploma of Business (Advertising)
BSB30301	Certificate III in Business (Sales)
BSB40701	Certificate IV in Business (Marketing)
BSB50701	Diploma of Business (Marketing)
BSB60601	Advanced Diploma of Business (Marketing)
20055VIC	Advanced Diploma of Business (International Business)
20053VIC	Diploma of Business (International Trade)
20051VIC	Certificate IV in Business (International Trade)
20055VIC	Advanced Diploma of Business (Public Relations)
BSB40101	Certificate IV in Business
BSB50101	Diploma of Business
BSB40501	Certificate IV in Business Development
BSB50501	Diploma of Business Development
BSB60401	Advanced Diploma of Business Development
2804ABB	Graduate Certificate in Management Development (Education and Training)

In addition to these courses, the Department of Management and Marketing–TAFE conducts traineeships, Labour Market Programs and training courses for industry.

Dale Williams

Acting Head, Department of Management and Marketing–TAFE

Certificate III in Business (Frontline Management)

Course Code: BSB30504

Campus

City King.

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Scope of Delivery

Industry based; Flexible delivery.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a supervisor/team leader in charge of a small workgroup.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

The course may be offered on a full-time basis over 225 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
BSBCMN311A Maintain workplace safety	40

Specialist Units

A minimum of three units selected by the student with the approval of the Head of Department.

Unit of Study Code	Hours
BSBFLM303B Contribute to effective workplace relationships	40
BSBFLM305B Support operational plan	40
BSBFLM312A Contribute to team effectiveness	40
BSBFLM306B Provide workplace information and resourcing plans	40
BSBFLM309B Support continuous improvement systems and processes	40
BSBFLM311B Support a workplace learning environment	40

A minimum of two units selected by the student with the approval of the Head of Department.

Unit of Study Code	Hours
BSBCMN302A Organise personal work priorities and development	40
BSBCMN310A Deliver and monitor a service to customers	35
BSBCMN312A Support innovation and change	40
BSBCMN419A Manage Projects	60
BSBCMN416A Identify risk and apply risk management processes	50
BSBEBUS403A Communicate electronically	30
BSBEBUS409A Lead and facilitate e-staff	40

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

**Certificate IV in Business
(Frontline Management)**

Course Code: BSB41004

Campus

City King.

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Scope of Delivery

Industry based; Flexible delivery.

Course Objective

This course aims to develop the management competencies required of a person working as a team leader or supervisor responsible for a large workgroup

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 350 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

Course Structure

Core Units of Study

Unit of Study Code	Hours
BSBCMN402A Develop work priorities	30
BSBCMN411A Monitor a safe workplace	50
BSBFLM403B Implement effective workplace relationships	50
BSBFLM405B Implement operational plan	50
BSBFLM412A Promote team effectiveness	50

Specialist Units

A minimum of one unit selected by the student with the approval of the Head of Department.

Unit of Study Code	Hours
BSBFLM406B Implement workplace information system	50
BSBFLM409B Implement continuous improvement	50

Units of Study

A minimum of two units selected by the student with the approval of the Head of Department.

Unit of Study Code	Hours
BSBCMN404A Develop teams and individuals	40
BSBCMN410A Coordinate implementation of customer service strategies	40
BSBCMN412A Promote innovation and change	50
BSBCMN413A Implement and monitor environmental policies	40
BSBCMN416A Identify risk and apply risk management processes	50
BSBCMN419A Manage projects	60
BSBEBUS403A Communicate electronically	30
BSBEBUS409A Lead and facilitate e-staff	40

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

**Certificate III in Business
(Frontline Management)**

Course Code: BSB30501

Campus

City King.

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Scope of Delivery

Continuing students only. Industry based; Flexible delivery.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a supervisor/team leader in charge of a small workgroup.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 235–240 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- 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 pairs of units should not be undertaken within a single qualification:

Unit of Study Code

BSBCMN301A Exercise initiative in a business environment

or

BSBFLM302A Support leadership in the workplace

BSBCMN305A Organise workplace information

or

BSBFLM306A Provide workplace information and resourcing plans

Four units (together totaling a minimum of 160 nominal hours) to be undertaken from the following units:

Unit of Study Code

BSBCMN302A Organise personal work priorities

Hours

and development 40

BSBCMN311A Maintain workplace safety 40

BSBFLM302A Support leadership in the workplace 40

BSBFLM303A Contribute to effective workplace relationships 40

BSBFLM305A Support operational plan 40

Plus two units (together totaling a minimum of 75 nominal hours) are to be undertaken from the following units:

Unit of Study Code

BSBCMN310A Deliver and monitor a service to customers 35

BSBCMN312A Support innovation and change 40

BSBFLM304A Participate in work teams 40

BSBFLM306A Provide workplace information and resourcing plans 40

BSBFLM309A Support continuous improvements systems and processes 40

BSBFLM311A Support a workplace learning environment 40

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

Certificate IV in Business (Frontline Management)

Course Code: BSB41001

Campus

City King.

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Scope of Delivery

Industry based; Flexible delivery, continuing students only.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a supervisor/team leader of a large workgroup.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 350–380 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

Course Structure

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

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

Unit of Study Code

BSBCMN403A Establish business networks

BSBFLM403A Manage effective workplace relationships

Five units (together totaling a minimum of 230 nominal hours) to be undertaken from the following units:

Unit of Study Code

BSBCMN402A Develop work priorities 30

BSBFLM402A Show leadership in the workplace 50

BSBFLM403A Manage effective workplace relationships 50

BSBFLM405A Implement operational plan 50

BSBCMN411A Monitor a safe workplace 50

Plus three units (together totaling a minimum of 120 nominal hours) to be undertaken from the following units:

Unit of Study Code

BSBCMN404A Develop teams and individuals 30

BSBCMN410A Coordinate implementation of

quality customer Service strategies 40

BSBCMN412A Promote innovation and change 50

BSBFLM404A Lead work teams 50

BSBFLM406A Implement workplace information system 50

BSBFLM409A Implement continuous improvement 50

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

Diploma of Business (Frontline Management)

Course Code: BSB51001

Campus

City King.

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Scope of Delivery

Industry based; Flexible delivery, continuing students only.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a middle level manager in a medium to large organisation.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are 660 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year.

Course Structure

Unit of Study Code		Hours
BSBFLM501A	Manage personal work priorities and Professional development	60
BSBFLM502A	Provide leadership in the workplace	60
BSBFLM503A	Establish effective workplace relationships	60
BSBFLM504A	Facilitate work teams	60
BSBFLM505A	Manage operational plan	60
BSBFLM506A	Manage workplace information systems	60
BSBFLM507A	Manage quality customer service	60
BSBFLM509A	Promote continuous improvement	60
BSBFLM510A	Facilitate & capitalise on change & innovation	60
BSBFLM511A	Develop a workplace learning environment	60
BSBMGT505A	Ensure a safe workplace	60

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

Diploma of Business (Frontline Management)

Course Code: BSB51004

Campus

City King

Career Opportunities

Co-ordinator, team leader, supervisor, foreperson, leading hand, project manager, office manager.

Scope of Delivery

Industry based; Flexible delivery, continuing students only.

Course Objective

The course is designed to meet the training needs of those who provide counselling to business owners, managers or operators, along with enhancing the essential components that contribute to business success.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

The course may be offered on a full-time basis over 785 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
BSBATSIL503A	Manage conflict	60
BSBASSIM507A	Establish & maintain a strategic planning cycle	50
BSBATSIM405A	Monitor financial management and budgets	40
BSBFLM501A	Manage personal work priorities & professional development	60
BSBFLM507A	Manage quality customer service	60
BSZ404A	Train small groups	30
CHCINF6A	Manage information strategically	90
FNBFIN70A	Prepare financial forecasts and projections	70
TDT1598B	Market service and products to clients	40
UTGNNGS321A	Coordinate & monitor implementation of risk management plan	80
VBN304	Apply professional ethics and standards	10
VBN336	Counsel small to medium sized businesses	140

A minimum of two units selected by the student with the approval of the Head of Department from the list of relevant units detailed in the Diploma of Business Facilitation accredited curriculum document 1 January 2004 – 31 December 2006 and/or any other endorsed Training Package. Units must be at AQF level five.

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

Certificate IV in Business (Human Resources)

Course Code: BSB40801

Campus

Footscray Nicholson.

Career Opportunities

Human Resource Administrator.

Scope of Delivery

The course is offered on a full-time or part-time basis.

Course Objective

The course aims to provide the knowledge and skills required for a person working as an administrative assistant in an HR Department.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 375–530 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students can progress from Certificate IV in Business (Human Resources)(BSB40801), to Diploma in Business (Human Resources)(BSB50801) and Advanced Diploma(BSB60301) level. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure

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

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.

Units from Human Resources domain

Unit of Study Code	Hours
BSBHR401A	Administer human resource systems 100
BSBHR402A	Recruit and select personnel 40
BSBHR403A	Process human resource documents & inquiries 20
BSBHR404A	Co-ordinate human resource services 30

Plus a minimum of three units (together totaling a minimum of 80 nominal hours) to be undertaken from the following Common Business units

Unit of Study Code	Hours
BSBFLM404A	Lead work teams 50
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	Co-ordinate 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

Three units (together totaling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.

Should any of the following units be selected, then all three units must be undertaken:

BSZ401A	Plan assessment
BSZ402A	Conduct assessment
BSZ403A	Review assessment

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

Diploma of Business (Human Resources)

Course Code: BSB50801

Campus

Footscray Nicholson.

Career Opportunities

Human Resource Officer.

Scope of Delivery

Continuing students only. The course is offered on a full-time or part-time basis.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 370–550 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students are encouraged to progress through Certificate IV in Business (Human Resources) levels prior to commencing this Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure

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

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

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

A minimum of five units (together totaling a minimum of 240 nominal hours) to be undertaken from the following Human Resources units:

Unit of Study Code	Hours
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

Plus three units (together totaling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

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

Advanced Diploma of Business (Human Resources)

Course Code: BSB60301

Campus

Footscray Nicholson.

Career Opportunities

Human Resource Manager.

Scope of Delivery

This course is offered on a part-time basis.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a senior or General Human Resources Manager in a large organisation.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 420–490 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. Note: Students are encouraged to progress from Certificate IV in Business (Human Resources), and Diploma in Business (Human Resources) levels prior to commencing this Advanced Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure

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

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

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

All of the following units from the Human Resources domain are to be undertaken:

Unit Code		Hours
BSBHR601A	Manage change	60
BSBHR602A	Manage human resource strategic planning	60
BSBHR603A	Contribute to organisation development	60
BSBHR604A	Manage employee relations	60
BSBHR605A	Contribute to organisation design	40

Plus three units (together totaling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.

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

Certificate IV in Business Management

Course Code: BSB41101

Campus

Footscray Nicholson.

Career Opportunities

Supervisor, team leader.

Scope of Delivery

This course is offered on a part-time basis.

Course Objective

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

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 325–530 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. Note: Students can progress from Certificate IV in Business (Management) to Diploma in Business (Management) and Advanced Diploma level. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure

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

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:

BSBCMN403A	Establish business networks
BSBFLM403A	Manage effective workplace relationships

A minimum of four (together totaling a minimum of 140 nominal hours) units to be undertaken from the following:

Unit of Study Code		Hours
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN407A	Coordinate business resources	30
BSBCMN410A	Coordinate implementation of customer service strategies	40
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement & monitor environmental policies	40
BSBFLM404A	Lead work teams	50

A minimum of three units (together totaling a minimum of 92 nominal hours) to be undertaken from any field or domain included in the BSB01 Business Services Training Package, Australian National Training Authority, 2001.

Three units (together totaling a minimum of 93 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.

Should any of the following units be selected, then all three units must be undertaken:

BSZ401A	Plan assessment
BSZ402A	Conduct assessment
BSZ403A	Review assessment

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

Graduate Certificate in Management

Course Code: 21365VIC

Campus

Footscray Nicholson.

Career Opportunities

Middle to senior-level managers.

Scope of Delivery

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

Course Objective

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

Entry Requirements

To qualify for admission to the course, applicants must have:

- Obtained an Advanced Diploma, bachelor or higher education qualification

or

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

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

Course Structure

Core Units

Unit of Study Code		Hours
VBN091	Management Industry Project	100

Stream Units

A minimum of 2 units from the following:

Unit of Study Code		Hours
VBN092	Leadership and Organisation	60
VBNu93	Strategic Business Planning	60
VBN094	Business Ethics and Corporate Governance	50
VBN095	People Management	60

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

Unit of Study Code		Hours
PSPPM601A	Direct Project Activities	50
VBM669	Marketing – A Strategic Approach	51
VBN096	Human Resource Management	50
VBN532	E-Business	50
VBN533	Managing in an International Environment	50

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

Diploma of Business Management

Course Code: BSB50401

Campus

Footscray Nicholson.

Career Opportunities

Middle-level Manager.

Scope of Delivery

This course is offered on a part-time basis.

Course Objective

The course aims to provide students with the knowledge and skills required to manage and provide leadership to administrative workers across all industries.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Head of Department as being capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 440–720 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students are encouraged to progress through Certificate IV in Business (Management), levels prior to commencing this Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure

The course consists of eight units.

A minimum of five units to be undertaken from the following Strategic Management domain:

Unit of Study Code		Hours
BSBMGT501A	Market services & concepts to internal customers	60
BSBMGT502A	Manage people performance	60
BSBMGT503A	Prepare budgets and financial plans	60
BSBMGT504A	Manage budgets and financial plans	60
BSBMGT505A	Ensure a safe workplace	60
BSBMGT506A	Recruit, select and induct staff	60
BSBMGT507A	Manage environmental performance	40

Plus three units from the SB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, 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.

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

Advanced Diploma of Business Management

Course Code: BSB60201

Campus

Footscray Nicholson.

Career Opportunities

Senior-level manager.

Scope of Delivery

This course is offered on a part-time basis.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a senior manager in a medium sized organisation or the CEO of a small organisation. The course aims to develop strategic and operational management skills in four key areas: managing operations, managing people, managing financial resources and managing information.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Nominal course hours are between 420–510 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. Students are encouraged to progress from Certificate IV in Business (Management) and Diploma in Business (Management) levels prior to commencing this Advanced Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure

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

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

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

A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Strategic Management units:

Unit of Study Code		Hours
BSBMGT601A	Contribute to strategic direction	60
BSBMGT602A	Contribute to the development and implementation of strategic plans	60
BSBMGT603A	Review and develop business plans	60
BSBMGT604A	Manage business operations	60
BSBMGT605A	Provide leadership across the organisation	60
BSBMGT606A	Manage customer focus	60
BSBMGT607A	Manage knowledge and information	60
BSBMGT608A	Manage innovation & continuous improvement	60
BSBMGT609A	Manage risk	60
BSBMGT610A	Manage environmental management systems	40

Plus three units (together totaling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.

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

Advanced Diploma of Business (Operations Management)

incorporating

Diploma of Business (Operations Management)

Certificate IV in Business (Operations Management)

Course Code:20055VIC Advanced Diploma

Course Code:20053VIC Diploma

Course Code:20051VIC Certificate IV

Campus

Footscray Nicholson.

Career Opportunities

Operations Manager.

Course Objectives

These courses aim to provide participants with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge which are required to manage and/or perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Workstudy/Individual Engineering; Occupational Health and Safety.

The operations function is performed by a group of people in a business who are responsible for producing goods and providing services which the business offers to the public. The operations function, also called the production function, is one of the three primary functions within a business, the other two being finance and marketing. In a typical business it is the operations function that employs the greatest number of people and is responsible for the greatest portion of the organisation's controllable assets.

In the current climate where manufacturers from foreign countries are seriously threatening the future of our industries, the top management of our leading corporations are urging their operations managers to get back to the basics of operations management so that production costs, productivity and product quality can compete with those of manufacturers from overseas. The future of our nation is dependent upon the competitiveness of our industries.

Entry Requirements

To qualify for admission to this course applicants must generally have acquired the following competencies:

- Read, comprehend and discuss complex information in English;
- Write complex sentences; and
- Use and analyse complex data, relation and pattern, number measurement and shape.

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.

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

Certificate IV in Business (Operations Management)

Course Code: 20051VIC

Scope of Delivery

This course is offered on a part-time basis.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students can progress from Certificate IV in Business (Operations Management) to Diploma in Business (Operations Management) and Advanced Diploma level. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure

The structure of the course consists of 14 Core Unit of Study , plus 90 hours of Certificate IV level Elective Unit of Study .

Core Units of Study

Unit of Study Code		Hours
VBJ369	Competency Analysis	10
<i>or</i>		
VBJ370	Career Planning and Skills Assessment	20
MPM021	Purchasing and Inventory Fundamentals	50
NGMS106	Managing Effective Working Relationships	40
TDTF397A	Implement and Monitor OH&S Procedures	30
VBJ373	Productivity and Work Methods Improvement	40
VBJ374	Resource Requirement Planning	40
VBJ375	Production Planning Scheduling and Control	40
VBJ376	Supply Chain Management Principles	60
VBJ377	Management of Warehouse Systems	60

Select two of the following computer-based modules:

Unit of Study Code		Hours
NAP720	Business Mathematics	30
NAP721	Business Statistics	30
NOS116	Keyboarding – Techniques and Operations	20
NOS215	Database Fundamentals	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing Introduction	20
VBJ391	Industry Project/Practicum	50

Elective Unit of Study

Unit of Study Code		Hours
BSZ404A	Train Small Groups	30
NCS009	Negotiation Skills	20
NCS015	Presenting Reports	20
TDTF797A	Implement Accident/Emergency Procedures	20
TTDTJ197A	Apply Quality Procedures	40
VBJ382	Predetermined Motion Time Standard Systems	40

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

Diploma of Business (Operations Management)

Course Code: 20053VIC

Scope of Delivery

This course is offered on a part-time basis.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students progress through Certificate IV in Business (Operations Management) levels prior to commencing this Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure

The structure of the course consists of 23 Core Unit of Study ; 90 hours of Elective Unit of Study selected from Certificate IV level electives; and 60 hours of Elective Unit of Study selected from Diploma level electives.

Core Units of Study

Unit of Study Code		Hours
VBJ370	Career Planning and Skills Assessment	20
<i>or</i>		
VBJ369	Competency Analysis	10
MPM021	Purchasing and Inventory Fundamentals	50
NGMS106	Managing Effective Working Relationships	40
TDTF397A	Implement and Monitor OH&S Procedures	30
VBJ373	Productivity and Work Methods Improvement	40
VBJ374	Resource Requirement Planning	40
VBJ375	Production Planning Scheduling and Control	40
VBJ376	Supply Chain Management Principles	60
VBJ377	Management of Warehouse Systems	60

Select two of the following computer-based modules:

Unit of Study Code		Hours
BSXFMI508A	Develop and Maintain a Safe Workplace and Environment	60
BSXFMI509A	Implement and Monitor Continuous Improvement Systems and Processes	60
MPM022	Purchasing Policy	50
NAP719	Accounting for Non-Accountants	60
NAP720	Business Maths	30
NAP721	Business Statistics	30
NOS116	Keyboarding – Techniques and Operations	20
NOS215	Database Fundamentals	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing Introduction	20
VBJ362	Industrial Relations/Employment Relations	40
VBJ383	Facility Layout and Workplace Design	40
VBJ384	Project Management	40
VBJ386	Computer Applications for Operations Management	40
VBJ387	Maintenance Management	40
VBJ391	Industry Project/Practicum	50

Elective Unit of Study

Certificate IV

Unit of Study Code		Hours
BSZ404A	Train Small Groups	30
NCS009	Negotiation Skills	20
NCS015	Presenting Reports	20
TDTJ1 97A	Apply Quality Procedures	40
TDTF797A	Implement Accident/Emergency Procedures	20
VBJ382	Predetermined Motion Time Standard Systems	40

Diploma

Unit of Study Code		Hours
ITF305	Advanced Operations – Spreadsheets	20
NAP750	Commercial Law Principles	40
NAP752	Contract Law	40
NGMS112	Managing People – Recruitment, Selection & Induction	40
TDTL1998A	Implement and Monitor Transport Logistics	40
VAD950	The Marketing Concept	60
VBJ389	Statistical and Estimating Techniques	40

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

Advanced Diploma of Business (Operations Management)

Course Code: 20055VIC

Scope of Delivery

This course is offered on a part-time basis.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full-time students complete approximately 750 hours of study per year. NB- students progress through Certificate IV in Business (Operations Management), and Diploma in Business (Operations Management) levels prior to commencing this Advanced Diploma program. Please contact the Department for advice. Recognition of Prior Learning may apply.

Course Structure

The structure of the course consists of 28 Core Unit of Study ; 90 hours of Elective Unit of Study selected from Certificate IV level electives; 60 hours of Elective Unit of Study selected from Diploma level electives; and 40 hours of Elective Unit of Study selected from Advanced Diploma level electives.

Core Units of Study

Unit of Study Code	Unit of Study	Hours
VBJ370	Career Planning and Skills Assessment	20
<i>or</i>		
VBJ369	Competency Analysis	
MPM021	Purchasing and Inventory Fundamentals	50
NGMS106	Managing Effective Working Relationships	40
TDTF397A	Implement and Monitor OH&S	30
VBJ373	Productivity and Work Methods Improvement	40
VBJ374	Resource Requirement Planning	40
VBJ375	Production Planning Scheduling and Control	40
VBJ376	Supply Chain Management Principles	60
VBJ377	Management of Warehouse Systems	60
Select two of the following computer-based modules:		
Unit of Study Code	Unit of Study	Hours
BSXFM1508A	Develop and Maintain a Safe Workplace and Environment	60
BSXFM1509A	Implement and Monitor Continuous Improvement Systems and Processes	60
MPM022	Purchasing Policy	50
NAP719	Accounting for Non-Accountants	60
NAP720	Business Mathematics	30
NAP721	Business Statistics	30
NGMS116	Managing Finance – Operations and Capital Expenditure	40
NGMS205	Managing in Ambiguity and Change	40
NGMS211	Managing Risk	40
NGMS212	Managing for Quality	40
NOS116	Keyboarding – Techniques and Operations	20
NOS215	Database Fundamentals	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing Introduction	20
VBG849	Import/Export Business Procedures	60
VBJ362	Industrial Relations/Employment Relations	40
VBJ383	Facility Layout and Workplace Design	40
VBJ384	Project Management	40
VBJ386	Computer Applications for Operations Management	40
VBJ387	Maintenance Management	40

VBJ391 Industry Project/Practicum 50

Elective Units of Study

Certificate IV

Unit of Study Code	Unit of Study	Hours
BSZ404A	Train Small Groups	30
NCS009	Negotiation Skills	20
NCS015	Presenting Reports	20
TDTF797A	Implement Accident/Emergency Procedures	20
TDTJ197A	Apply Quality Procedures	40
VBJ382	Predetermined Motion Time Standard Systems	40

Diploma level

Unit of Study Code	Unit of Study	Hours
ITF305	Advanced Operations – Spreadsheets	20
NAP750	Commercial Law Principles	40
NAP752	Contract Law	40
NGMS112	Managing People – Recruitment, Selection & Induction	40
TDTL1998A	Implement and Monitor Transport Logistics	40
VAD950	The Marketing Concept	60
VBJ389	Statistical and Estimating Techniques	40

Advanced Diploma

Unit of Study Code	Unit of Study	Hours
NGMS202	Forecasting Futures	40
NGMS204	Managing Strategically	40
VBG850	International Trade Finance	50
VBH064	Introduction to Electronic Commerce	20
VBJ392	Develop an Environmental Plan	20
NAP722	Economics for Business	50

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

Certificate IV in Business (Advertising)

Course Code: BSB40601

Campus

Footscray Nicholson.

Career Opportunities

Advertising administration and media and production support officer.

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

The course aims to provide the knowledge and skills required for a person working as an assistant across a range of functions in and advertising or media department.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Course applicants are required to attend an interview.

Course Duration

Nominal course hours are between 435–590 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide, full-time students complete approximately 750 hours of study per year.

Course Structure

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

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 from the Advertising domain

Unit of Study Code	Hours
BSBADV401A Profile a target audience	50
BSBADV402A Conduct pre-campaign testing	80
BSBADV403A Monitor advertising production	80
BSBADV404A Schedule advertisements	40

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

Unit of Study Code	Hours
BSBCM402A Develop work priorities	30
BSBCM403A Establish business network	50
BSBCM404A Develop teams and individuals	30
BSBCM405A Analyse and present research information	40
BSBCM406A Maintain business technology	40
BSBCM407A Coordinate business resources	30
BSBCM408A Report on financial activity	30
BSBCM409A Promote products and services	20
BSBCM410A Coordinate implementation of customer service strategies	40
BSBCM411A Monitor safe workplace	50
BSBCM412A Promote innovation and change	50
BSBCM413A Implement and monitor environmental policies	40
BSBFLM404A Lead work teams	50

Three units (together totalling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001; or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification. Should any of the following units be selected, then all three units must be undertaken:

BSZ401A Plan assessment
BSZ402A Conduct assessment
BSZ403A Review assessment

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

Diploma of Business (Advertising)

Course Code: BSB50601

Campus

Footscray Nicholson.

Career Opportunities

Account management, media planning and production.

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

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

Entry Requirements

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

Course applicants are assessed and ranked against course selection Applicants are required to attend an interview.

Course Duration

Nominal course hours are between 410–530 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide, full-time students complete approximately 750 hours of study per year.

Course Structure

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

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

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

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

Unit of Study Code	Hours
BSBADV501A Develop a creative concept	60
BSBADV502A Write persuasive copy	40
BSBADV503A Coordinate advertising research	60
BSBADV504A Create advertisements	60
BSBADV505A Evaluate and recommend 'above the line' media options	60
BSBADV506A Evaluate and recommend 'below the line' media options	60
BSBADV507A Develop a media plan	60
BSBADV508A Present an advertising campaign	120

Plus three units (together totalling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level 5 and the remaining unit may be from a lower or higher level qualification.

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

Advanced Diploma of Business (Advertising)

Course Code: BSB60501

Campus

Footscray Nicholson.

Career Opportunities

Management, consultant.

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

The course aims to provide the knowledge and skills required for a person working as an account executive in a medium to large advertising agency or a media/promotions manager in a medium to large organisation.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants are required to attend an interview. Course applicants are assessed and ranked against course selection criteria available from the Department.

Course Duration

Nominal course hours are between 550–620 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. Full-time students complete approximately 750 hours of study per year.

Course Structure

Units from the Advertising domain

Unit of Study Code		Hours
BSBADV601A	Create an advertising brief	120
BSBADV602A	Develop an advertising campaign	120
BSBADV603A	Manage advertising production	120
BSBADV604A	Execute an advertising campaign	60
BSBADV605A	Evaluate campaign effectiveness	60

- Plus three units (together totalling a minimum of 70 hours) to be undertaken, with the approval of the Head of Department, having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.
- All units selected must contribute to and combine to form a work outcome.

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

Certificate III in Business (Sales)

Course Code: BSB30301

Campus

Footscray Nicholson.

Career Opportunities

To work as a sales representative

Scope of Delivery

The course is available on a full time and part time modes.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the administrative and sales function in a variety of workplace environments.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the Department.

Course Duration

Nominal course hours are between 375–465 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year.

Course Structure

Unit of Study Code		Hours
BSBCMN311A	Maintain workplace safety	40
A minimum of 5 units selected by the student, with the approval of the Head of Department, from the following:		
BSBSLS301A	Develop product knowledge	30
BSBSLS302A	Identify sales prospects	25
BSBSLS303A	Present a sales solution	60

BSBSLS304A	Secure prospect commitment	20
BSBSLS305A	Support post-sale activities	15
BSBSLS306A	Self-manage sales performance	40

A minimum of 2 units selected by the student, with the approval of the Head of Department, 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
BSBCMN304A	Contribute to personal skill development and learning	30
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

(d) four units (together totalling at least 135 nominal hours) of which:

- a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 3; and
- a maximum of 2 units (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level than the aforesaid Level;

Units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in:

- SB01 Business Services Training Package, Australian National Training Authority, 2001;
- Any other training package accredited by the State Training Board (Victoria) or the Australian National Training Authority.

Certificate IV in Business (Marketing)

Course Code: BSB40701

Campus

Footscray Nicholson, St Albans.

Career Opportunities

Marketing officer, market research, product/sales manager.

Scope of Delivery

The course is available on a full time and part time basis.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a marketing assistant under the direction of a marketing or promotions manager in a medium sized firm.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the Department.

Course Duration

Nominal course hours are between 345–580 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. NB- students progress through Certificate III in Business (Sales) prior to commencing the Certificate IV in Business (Marketing) program.

Course Structure

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

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

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

A minimum of four units (together totaling a minimum of 160 nominal hours) to be undertaken from the following Marketing units:

Unit of Study Code		Hours
BSBMKG301A	Research the market	60
BSBMKG302A	Identify marketing opportunities	60
BSBMKG303A	Draft an elementary marketing audit report	40
BSBMKG401A	Profile the market	60
BSBMKG402A	Analyse consumer behaviour for specific markets	60
BSBMKG403A	Analyse market data	60
BSBMKG404A	Forecast market and business needs	60
BSBMKG405A	Implement and monitor marketing activities	40
BSBMKG406A	Build client relationships	50
BSBMKG407A	Make a presentation	30

A minimum of three units (together totaling a minimum of 80 nominal hours) to be undertaken from the following Common Business units -

BSBFLM404A	Lead work teams	50
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

Three units (together totalling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001; or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.

Should any of the following units be selected, then all three units must be undertaken:

BSZ401A	Plan assessment
BSZ402A	Conduct assessment
BSZ403A	Review assessment

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

Diploma of Business (Marketing)

Course Code: BSB50701

Campus

Footscray Nicholson, St Albans.

Career Opportunities

Marketing officer, market research, product/sales manager.

Scope of Delivery

The course is available on a full time and part time basis.

Course Objective

The course aims to provide the knowledge and skills required for a person working as a marketing officer with a supervisory role and significant responsibility in business functions which may include—product management, research and sales.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the Department.

Course Duration

Nominal course hours are between 440–520 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. Note: Students progress through Certificate III in Business (Sales) and Certificate IV in Business (Marketing) levels prior to commencing this Diploma program.

Course Structure

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

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 from the Marketing domain

Unit of Study Code		Hours
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

Plus three units (together totaling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

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

Advanced Diploma of Business (Marketing)

Course Code: BSB60601

Campus

Footscray Nicholson, St Albans.

Career Opportunities

Marketing officer, market research, product/sales manager.

Scope of Delivery

The course is available on a full time and part time basis.

Course Objective

The course aims to provide the knowledge and skills required for a person with a planning and management role in business functions which include—product management, research and sales.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the Department.

Course Duration

Nominal course hours are between 420–500 hours. Time required to complete the course will vary according to the delivery and assessment mode offered. As a guide full time students complete approximately 750 hours of study per year. NB- students progress through Certificate III in Business (Sales(BSB30301), Certificate IV and Diploma in Business (Marketing)(BSB40701) levels prior to commencing this Advanced Diploma program.

Course Structure

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

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

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

A minimum of 5 units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Marketing units:

Unit of Study Code		Hours
BSBMKG601A	Develop marketing strategies	60
BSBMKG602A	Develop a marketing plan	60
BSBMKG603A	Manage the marketing process	50
BSBMKG604A	Develop & manage direct marketing campaigns	50
BSBMKG605A	Evaluate international marketing opportunities	60
BSBMKG606A	Manage international marketing programs	60

Plus three units (together totalling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.

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

Advanced Diploma of Business (International Business)

incorporating

Diploma of Business (International Trade)

Certificate IV in Business (International Trade)

Course Code: 20055VIC Advanced Diploma

Course Code: 20053VIC Diploma

Course Code: 20051VIC Certificate IV

It is anticipated that the current courses will change to a National Training Package to be delivered Australia wide, in 2005. Details of the changes are yet to be confirmed. Victoria University intends to deliver the new courses in 2005.

Campus

Footscray Nicholson.

Career Opportunities

International trade and marketing, customs.

Scope of Delivery

The course is offered on a full-time and part-time basis.

Course Objective

The objective of this course is to provide students with the opportunity to gain knowledge and skills relating to international marketing and purchasing/selling products in the International market.

Entry Requirements

To qualify for admission to the course applicants must generally have successfully completed Year 12 or equivalent, or be of mature age and be assessed by the School as being capable of completing the course.

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

This course may be offered on a full-time basis over two years 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.

Course Structure

The Advanced Diploma of Business (International Business) consists of 3 stages:

Stage 1 Certificate IV in Business (International Trade)

Students must complete 663 hours of training and if exiting at the end of Stage 1 students must also complete VBS382 Career Planning and Skills Assessment plus an Industry Project.

Unit of Study Code		Hours
NAP719	Accounting for Non-Accountants	51–68
NAP722	Economics for Business	51–68
NOS110.v2	Occupational Health & Safety	15
VAD349	International Economic Geography	51
VAD363	International Business	51
VAD950	The Marketing Concept	51–68
VBF302	Introduction to Business Maths	30
VBG847	Cross-Cultural Familiarisation	10
VBG848	Business Organisations and Contract Law	40–60
VBG849	Import and Export Business Procedures	60
VBJ685	Permits and Controls in International Trade	40

Plus, if exiting at Certificate IV in Business (International Trade)

VBJ370	Career Planning and Skills Assessment	20
<i>or</i>		
VBJ369	Competency Analysis Industry Project (Integrated)	10

NOS110.v2 Occupational Health and Safety must be completed prior to undertaking any practical placement.

- plus any three National Communication Skills modules, (total 60 nominal hours).
- plus 100 nominal hours of National Information Technology and/or National Office Skills computing modules which may include: word processing; Internet; spreadsheets; e-mail; databases; presentations.

Upon successful completion of Stage 1 students are eligible for entry into Stage 2.

Stage 2 Diploma of Business (International Trade)

Students must complete 1295 hours of training (including the 664 hours already undertaken in Stage 1). Students exiting at the end of Stage 2 must also complete VBJ370 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in Stage 1.

Unit of Study Code		Hours
NOS149	Planning for Change	30
NOS230	Organisational Behaviour	50
VBF306	Introduction to Business Statistics	68
VBF307	Introduction to Market Research	68
VBG850	International Trade Finance	50
VBG851	Quality Management for International Trade	20
VBG852	Management Information Systems	40
VBG853	Trade Principles for International Law (Business Activities, Conservation, Customs and Quarantine)	60
VBG854	Transport and Logistics–Operations Management	40
VBG855	Customs Practice, Legislation & International Trade	30
VBG856	Review of a Targeted Business Culture & Environment	15
<i>and</i>	Language for a Selected Country/Region*	140
	* Indonesian is generally offered for this component.	

or

VBG857	Business & Cultural Preparation for Establishing & Maintaining International Trading Relationships	155
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If exiting at Diploma of Business (International Trade)(20053VIC)

VBJ370	Career Planning & Skills Assessment Industry Project	20
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Upon successful completion of Stage 1 and 2, students are eligible for entry into Stage 3.

Stage 3 Advanced Diploma of Business (International Business)

Students must complete 400 hours of training plus VBJ370 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in either Stage 1 or 2.

Unit of Study Code		Hours
NGMS201	Entrepreneurship and Innovating	40
NGMS202	Forecasting Futures	40
NGMS204	Manage Strategically	40
NGMS211	Managing Risk	40
VBG858	Transport and Logistics–Systems Development	40
VBG859	Research and Report on an Import or Export Venture	120
	Industry Project Module	40

If exiting at Advanced Diploma of Business (International Business)(20055VIC):

VBJ370	Career Planning & Skills Assessment Industry Project	20
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Some Unit of Study descriptors are listed under the Unit of Study Details section of this Handbook.

Advanced Diploma of Business (Public Relations)

Course Code: 20055VIC

Campus

Footscray Nicholson.

Career Opportunities

Senior public relations officer.

Scope of Delivery

The course is offered on a full-time and part-time basis.

Course Objective

The course aims to enable the development of specialised skills and knowledge of participants wishing to enter employment in the public relations industry at a senior level.

On successful completion of the Certificate IV a person will possess the necessary skills and knowledge to undertake employment as a senior public relations officer in a corporation or government department.

The course aims to provide public relations practitioners with knowledge and skills to:

- Liaise with the media and organise publicity campaigns;

- Prepare publications;
- Organise special promotional events;
- Communicate to the market to promote sales of products or services;
- Lobby.

Entry Requirements

To qualify for admission to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course and be able to:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

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 Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

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

Course Structure

Unit of Study Code		Hours
VBJ370	Career Planning and Skills Assessment	20

or

VBJ369	Competency Analysis	10
NOS139 v2	Meetings – Organisation	20

or

NCS014	Speaking in Public	20
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Students are required to complete 80 hours of national information technology and/or national office skills computing modules which may include:

- Word Processing
- Spreadsheets
- Databases
- Email
- Internet
- Presentations

Unit of Study Code		Hours
ITF306	Business and Presentation Graphics	20
ITF310	Multimedia Tools and Techniques	20
NGMS204	Managing Strategically	40
NGMS205	Managing in Ambiguity and Change	40
NGMS207	Leading and Visioning	40
NGMS209	Managing Self	20
NGMS215	Advocacy and Influence	20
NMRK402	Marketing Law	51
NOS110 v2	Occupational Health and Safety	15
NOS140 v2	Vocational Placement	40
VAA164	Advanced Public Relations 1	51
VAA165	Advanced Public Relations 2	51
VAA408	Applied Writing for Public Relations 1	51
VAA409	Applied Writing for Public Relations 2	51
VAA410	Applied Writing for Public Relations 3	51
VAA411	Applied Writing for Public Relations 4	51
VAB548	Consumer Behaviour Concepts	51
VAC057	Editing for Public Relations	51
VAC724	Fund-raising	51
VAC845	Government Structures and Influences	51
VAD950	The Marketing Concept	51
VBG138	Exhibition Management	30
VBJ098	Public Relations Industry and the Australian Media	40
VBJ099	Business and Finance for Public Relations	40
VBJ427	Multimedia in Advertising	51
VBJ577	Introduction to Public Relations 1	51

VBJ578	Introduction to Public Relations 2	51
VBJ579	Techniques for Production	51
VBN124	Research Skills for Public Relations	68

NOS140v2 Vocational Placement may be undertaken as practical placement in a workplace in a public relations environment to meet the requirements of the Industry Project module.

NOS110.v2 Occupational Health and Safety must be completed prior to undertaking any practical placement

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 IV in Business

Course Code: BSB40101

Campus

To be advised.

Career Opportunities

Administrative.

Scope of Delivery

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

Course Objective

The course aims to provide students with the knowledge and skills required to manage administrative work across all industries.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

The course may be offered on a full-time basis over 315–520 nominal hours or part-time equivalent.

Course Structure

A minimum of 4 units selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code		Hours
BSBFLM404A	Lead work teams	50
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyse and present workplace 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

Six units (together totalling at least 205 nominal hours) of:

- (i) a minimum of two units must be undertaken from a qualification at Australian Qualifications Framework Level 4; and
- (ii) one unit (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level than the aforesaid Level;

Units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in the relevant training package.

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

Diploma of Business

Course Code: BSB50101

Campus

To be advised.

Career Opportunities

Management.

Scope of Delivery

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

Course Objective

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

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

The course may be offered on a full-time basis over 280–610 nominal hours or part-time equivalent.

Course Structure

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

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 selected from the Assessment and Workplace Training domain.

A minimum of five units (together totalling a minimum of 125 nominal hours) to be undertaken having regard to the AQF level V units listed in the Business Services Training Package (BSB01), Australian National Training Authority, 2001;

Three units (together totalling a minimum of 155 nominal hours) to be undertaken having regard to the units listed in:

- The (BSB01) Business Services Training Package, Australian National Training Authority, 2001;
- Any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

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

Certificate IV in Business Development

Course Code: BSB40501

Campus

Footscray Nicholson.

Career Opportunities

Sales administrator or co-ordinator.

Scope of Delivery

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

Course Objective

The course aims to provide the knowledge and skills required for a person working as a sales administrator or co-ordinator.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

The course may be offered on a full-time basis over 345–620 nominal hours or part-time equivalent.

Course Structure

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

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

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

A minimum of four units (together totaling a minimum of 160 nominal hours) to be undertaken from the following Business Development units:

Unit of Study Code	Hours
BSBADV401A Profile a target audience	50
BSBADV402A Conduct pre-campaign testing	80
BSBADV403A Monitor advertising production	80
BSBADV404A Schedule advertisements	40
BSBMKG401A Profile the market	60
BSBMKG402A Analyse consumer behavior for specific markets	60
BSBMKG403A Analyse market data	60
BSBMKG404A Forecast market and business needs	60
BSBMKG405A Implement and monitor marketing activities	40
BSBMKG406A Build client relationships	50
BSBMKG407A Make a presentation	30
BSBSLS401A Lead a sales team	60

A minimum of three units (together totaling a minimum of 80 nominal hours) to be undertaken from the following Common Business units:

Unit of Study Code	Hours
BSBCMN402A Develop work priorities	30
BSBCMN403A Establish business network	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 safe workplace	50

BSBCMN412A Promote innovation and change	50
BSBCMN413A Implement and monitor environmental policies	40
BSBFLM404A Lead work teams	50

Three units (together totaling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.

Should any of the following units be selected, then all three units must be undertaken:

BSZ401A Plan assessment
BSZ402A Conduct assessment
BSZ403A Review assessment

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

Diploma of Business Development

Course Code: BSB50501

Campus

Footscray Nicholson.

Career Opportunities

Communications officer, promotions manager.

Scope of Delivery

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

Course Objective

The course aims to provide the knowledge and skills required for a person working as a communications officer/promotions manager in a small to medium sized business.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

The course may be offered on a full-time basis over 380–570 nominal hours or part-time equivalent.

Course Structure

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

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

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

A minimum of five units (together totaling a minimum of 250 nominal hours) to be undertaken from the following Business Development units:

Unit of Study Code	Hours
BSBADV501A Develop a creative concept	60
BSBADV502A Write a persuasive copy	40
BSBADV503A Coordinate advertising research	60
BSBADV504A Create advertisements	60
BSBADV505A Evaluate and recommend 'above the line' media options	60

BSBADV506A	Evaluate and recommend 'below the line' media options	60
BSBADV507A	Develop a media plan	60
BSBADV508A	Present an advertising campaign	120
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

Three units (together totaling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

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

Advanced Diploma of Business Development

Course Code: BSB60401

Campus

Footscray Nicholson.

Career Opportunities

Communications officer, promotions manager.

Scope of Delivery

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

Course Objective

The course aims to provide the knowledge and skills required for a person working as a senior marketing, communications or sales manager.

Entry Requirements

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

Course applicants are assessed and ranked against course selection criteria available from the department.

Course Duration

The course may be offered on a full-time basis over 450–570 nominal hours or part-time equivalent.

Course Structure

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

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

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

A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Business Development units:

Unit of Study Code		Hours
BSBADV601A	Create an advertising brief	120
BSBADV602A	Develop an advertising campaign	120
BSBADV603A	Manage advertising production	80
BSBADV604A	Execute an advertising campaign	80
BSBADV605A	Evaluate campaign effectiveness	60
BSBMKG601A	Develop marketing strategies	60

BSBMKG602A	Develop a marketing plan	60
BSBMKG603A	Manage the marketing process	50
BSBMKG604A	Develop & manage direct marketing campaigns	50
BSBMKG605A	Evaluate international marketing opportunities	60
BSBMKG606A	Manage international marketing programs	60

Three units (together totaling a minimum of 170 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.

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

Graduate Certificate in Management Development (Education and Training)

Course Code: 2804ABB

Campus

On-site.

Career Opportunities

Leadership.

Scope of Delivery

This course is generally offered as workplace-based delivery to industry/corporations. This course is offered on a Fee-for-Service basis.

Course Objectives

This course aims to develop the knowledge and skills of participants wishing to develop and enhance their professional practice in leadership skills.

Entry Requirements

To qualify for admission to this course applicants must have:

- a degree or diploma in a related discipline; these disciplines include, but are not limited to, business, education, teaching, or human resources;

or

- experience and learning equivalent to paragraph 2(a), demonstrated by adequate evidence of:
- professional qualifications;
- seniority in an organisation;
- work in teaching or training in an adult vocational setting for at least 5 years.
- achieved the competency standards for Workplace Trainer (Category 2);
- access to a workplace or other organisation in which they can undertake the practicum.

Recognition of prior learning may be available as a means of recognising competencies, through previous informal and formal learning, or through work and life experiences.

Course Duration

This course may be offered over 1 year by means of two one-week full-time residential programs plus a 12-month practicum.

Course Structure

This structure of the course is as follows:

- Behavioural Styles;
- Critical Incidents;
- Financial Management;
- Managing Conflict Productively;
- Managing Diversity;
- Managing Your Role;

- Multifactor Leadership Questionnaire & Transformational Leadership;
- Organisational Leadership;
- Performance Planning;
- Practicum;
- Staff Development;
- Strategic Planning and Budgeting;
- Strategic Planning;
- Supervision of Part-time Staff;
- Teaching and Learning;
- Technology and Leadership;
- Total Quality Management.

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

Department of Personal Services

The Department of Personal Services – TAFE conducts a wide range of courses that provide vocational education for a variety of Personal Services occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates I to IV and Diploma courses offered by the department are set out below.

Code	
21456VIC	Certificate II in Modelling
WRB20199	Certificate II in Nail Technology
WRB30199	Certificate III in Beauty
WRB50199	Diploma of Beauty Therapy
CUE50798	Diploma of Entertainment (Make-Up)
CUE40898	Certificate IV in Entertainment Make-Up
HLT50302	Diploma of Remedial Massage
HLT60502	Advanced Diploma of Naturopathy
WRH20100	Certificate II in Hairdressing [Pre-Apprenticeship]
WRH30100	Certificate III in Hairdressing
WRH40100	Certificate IV in Hairdressing
WRH50100	Diploma of Hairdressing Salon Management

In addition to these courses, the Department of Personal Services – TAFE conducts traineeships, Labour Market Programs and training courses for industry.

Jann Fullerton

Head, Department of Personal Services– TAFE

Certificate II in Modelling

Course Code: 21456VIC

Campus

City King.

Career Opportunities

Modelling.

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:

- fashion parades;
- photographic work; and
- media productions.

This course is intended for those persons, both male and female, who wish to obtain modelling work and to develop the technical skills likely to enhance their employment potential. In addition, successful students will recognise that the development of a professional and business-like approach will greatly enhance their careers.

Entry Requirements

To qualify for admission to this course applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

Applicants will be required to attend a selection interview.

Course Duration

The course is offered on a full-time basis over 12 weeks.

Course Structure

The course consists of 11 Core Unit of Study totalling 278 nominal hours:

Unit of Study Code		Hours
VBN179	Orientation to Modelling as a Career	30
VBN180	Communicate Effectively in the Modelling Industry	30
VBN181	Design, Apply and Remove Own Basic Make-up	20
VBN182	Care for and Style Own Hair	15

VBN183	Perform Own Nail Grooming	10
VBN184	Perform Techniques for Catwalk Modelling	80
VBN185	Maintain Health for Personal and Professional Effectiveness	15
VBN186	Seek Information on Employment Arrangements for Models	20
VBN187	Perform Backstage Duties	10
VBN188	Perform Techniques for Photographic Modelling	30
WRRLP1B	Apply Safe Working Practices	18

Electives
 Select 2 units, one unit may be selected from other training packages.

VBN190	Participate in a Photo Shoot	30
VBN191	Apply Promotional Techniques	20

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

Nail Technology Stream

Unit of Study Code		Hours
WRB17A	Provide Manicure and Pedicure Services	40
WRB18A	Apply Nail Enhancement	45
WRB19A	Use Electrical Equipment for Nails	40
WRB20A	Apply Nail Art	15

Note: The following unit will be incorporated into the above Units of Competency as they contain major areas of underpinning science knowledge essential to the satisfactory completion of these Units.

WRBX1	Nail Science	20
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**These modules are not nationally recognized but comprise underpinning knowledge that is delivered as part of the above nationally recognized unit of competency.*

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

Certificate II in Nail Technology

Course Code: WRB20199

Campus

City King

Career Opportunities

Nail technician manicurist.

Scope of Delivery

Continuing students only. This course is delivered on a full-time basis during the day.

Course Objective

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in manicure, pedicure, nail enhancement and nail technology needs; laws, regulations, Acts, professional associations and unions governing the profession; provide a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements

No specific pre-requisites as the industry regards this as entry-level training, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye coordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults.

Applicants may be selected from interview.

Selection Procedures/Selection Criteria

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

Course Duration

This course may be offered on a full-time basis over 15 weeks.

Course Structure

Students must complete all of the 8 Core Unit of Study and all the units from the Nail Technology Stream Options.

Unit of Study Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A	Apply Safe Working Practices	40
	<i>WRB03A-A Infection Control (32hrs)*</i>	
	<i>WRB03A-B First Aid (8hrs)*</i>	
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36

Certificate III in Beauty

Course Code: WRB30199

Campus

City King

Career Opportunities

Beautician.

Scope of Delivery

This course is delivered on a full-time basis, it is also available as a traineeship.

Course Objective

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in hair removal, manicure and pedicure, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; knowledge of products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of cosmetology. This course provides a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements

No specific pre-requisites as the industry regards this as entry-level training, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye co-ordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Selection is via aptitude test, followed by an interview.

Selection Procedures/Selection Criteria

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

Course Duration

This course is delivered on a full-time basis over 6 months. The course is delivered via a mixture of flexible learning, traditional class teaching and work integrated learning. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Students must complete all of the 13 Core Unit of Study and the 5 units from the Beauty Options.

Core Units	Unit of Study Code	Hours
	WRB01A	36
	WRB02A	18
	WRB03A	40
	<i>WRB03A-A Infection Control (32hrs)*</i>	
	<i>WRB03A-B First Aid (8hrs)*</i>	

WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
WRB13A	Advise on Beauty Services	30
WRB14A	Pierce Ears	20
WRB15A	Provide Lash and Brow Treatments	20
WRB16A	Provide Temporary Epilation and Bleaching Treatments	100
	<i>WRB16A-Temporary Epilation & Bleaching (80hrs)*</i>	
	<i>WRB16A-B Skin Biology (20hrs)*</i>	

Please note:

The following units will be incorporated into the above Units of Competency as they contain major areas of underpinning science knowledge essential to the satisfactory completion of these units.

Beauty Options

Unit of Study Code		Hours
WRB17A	Provide Manicare and Pedicare Services	40
WRB18A	Apply Nail Enhancement	45
WRB19A	Use Electrical Equipment for Nails	40
WRB20A	Apply Nail Art	15
WRB17A	Provide Manicare and Pedicare Services	40
WRB21A	Design and Apply Make-Up	40

**These modules are not nationally recognized but comprise underpinning knowledge that is delivered as part of the above nationally recognized unit of competency.*

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

Diploma of Beauty Therapy

Course Code: WRB50199

Campus

City King.

Career Opportunities

Graduates from this course can gain employment in:

- Beauty Therapy Salons;
- Work from home or mobile services;
- Services for the elderly;
- Cosmetic/skincare company representative;
- Health Resorts;
- Spas;
- Cruise Ships.

Scope of Delivery

Continuing students only. This course is delivered on a full-time basis during the day and part time evening.

Course Objective

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in hair removal, manicure and pedicare, massage, facials, aromatherapy, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; anatomy and physiology, skin science and skin diseases, chemistry, electrical principles, knowledge of products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of Beauty Therapy. This course provides a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements

To qualify for admission to this course participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Mature age applicants who have not completed year 12 will also be considered for admission. Selection is via aptitude and literacy tests, followed by an interview.

Selection Procedures/Selection Criteria

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

Course Duration

This course is delivered 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.

Course Structure

Students must complete all units.

Unit of Study Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A	Apply Safe Working Practices	40
	<i>WRB03A-A Infection Control (32hrs)*</i>	
	<i>WRB03A-B First Aid (8hrs)*</i>	
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
WRB13A	Advise on Beauty Services	30
WRB14A	Pierce Ears	20
WRB15A	Provide Lash and Brow Treatments	20
WRB16A	Provide Temporary Epilation and Bleaching Treatments	100
	<i>WRB16A-Temporary Epilation & Bleaching (80hrs)*</i>	
	<i>WRB16A-B Skin Biology (20hrs)*</i>	
WRB17A	Provide Manicare and Pedicare Services	40
WRB21A	Design and Apply Make-Up	40
WRB22A	Design and Apply Make-Up for Photography	40
WRB23A	Design and Apply Remedial Camouflage	30
WRB24A	Assessment Clients Needs	153
	<i>WRB24A-A.1 Anatomy & Physiology A (41hrs)*</i>	
	<i>WRB24A-A.2 Nutrition (20hrs)*</i>	
	<i>WRB24A-B.1 Skin (42hrs)*</i>	
	<i>WRB24A-B.2 Anatomy & Physiology B (41hrs)*</i>	
	<i>WRB24A-C Assessment During Facials (9hrs)*</i>	
WRB25A	Provide Facial Treatments	152
	<i>WRB25A-A Provide Facial Treatments (122hrs)*</i>	
	<i>WRB25A-B Skin Disorders (30hrs)*</i>	
WRB26A	Provide Advanced Facials	145
	<i>WRB26A-A Advanced Facials (80hrs)*</i>	
	<i>WRB26A-B Cosmetic Chemistry (41hrs)*</i>	
	<i>WRB26A-C Basic Electricity (24hrs)*</i>	
WRB27A	Provide Body Treatments	116
WRB28A	Provide Aesthetic Aromatherapy Massage	60
WRB29A	Provide Permanent Epilation	160
	<i>WRB29A-A Provide Permanent Epilation A (80hrs)*</i>	
	<i>WRB29A-B Provide Permanent Epilation B (80hrs)*</i>	
WRB32A	Co-Ordinate Work Teams	36
WRB40A	Provide a Safe Working Environment	36
BSX001/A	Evaluate a Business Opportunity	20
BSX002/A	Complete a Business Plan	30
BSXFM1507A	Manage Quality Customer Service	60

**These modules are not nationally recognized but comprise underpinning knowledge that is delivered as part of the above nationally recognized unit of competency.*

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

Diploma of Entertainment (Make-Up)

incorporating

Certificate IV in Entertainment Make-Up

Course Code: CUE50798 Diploma

Course Code: CUE40898 Certificate IV

Campus

City King.

Career Opportunities

Employment in the film, video, television, theatre, photographic and fashion industries.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

This course aims to provide training in all aspects of make-up techniques and underpinning knowledge including occupational health and safety procedures. Study begins with morphology, the study of facial structure, which leads into colour, design and lighting effects. Fashion, catwalk and photographic make-up techniques, also airbrushing and creative design applications on the face and body. Period and retro make-up by way of research, theory and practice. Stage and screen make-up principles by way of script analysis, continuity and character breakdowns including the design and application of special effects and prosthetics.

Complementing the make-up techniques the course also offers fashion hair styling, wig making and maintenance and the manufacture of hairpieces.

The professional freelance make-up artist requires business management and on set protocol which is a must. Completing the course with a professional photo shoot and portfolio.

Entry Requirements

Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Mature age and those already working in the industry are invited to apply. Interviews take place via an expression of interest and selection process.

Selection Procedures/Selection Criteria

Information session and interview process.

Course Duration

Full-time over one year.

Course Structure

The full time course has 24 student-contact hours and 6 non-contact hours per week. Hours include lectures, practical work, flexible learning and research.

Certificate IV

Core Units

Unit of Study Code		Hours
CUEMUP2A	Design, apply and remove period make-up	160
CUEOHS1A	Implement workplace health, safety and security procedures	10

Units of Study

Unit of Study Code		Hours
CUEMUP5A	Dress (style) wigs	60
CUEWRH19A	Maintain wigs and hairpieces	60
CUEWRH20A	Make wigs	140
WRB01A	Communicate with clients	36
WRB06A	Sell beauty products	18
WRB15A	Provide lash and brow treatment	20
WRB21A	Design and apply make-up	40
WRB22A	Design and apply make-up for photography	40
WRB23A	Design and apply remedial camouflage	30
	Total Hours	614

Diploma

Core Units

Unit of Study Code		Hours
023/01	Evaluate a business opportunity	20
023/02	Complete a business plan	30
023/03	Address legal and administrative requirements	20
023/04	Address customer requirements	30
023/05	Manage business operations	30
023/07	Manage finances	40
023/08	Review business	20
CUEMUP3A	Design, apply and remove specialised make-up	160

Units of Study

Unit of Study Code		Hours
CUEDES1A	Develop the design	60
CUEDES2A	Present and negotiate design	60
CUEMUP4A	Design, apply and remove special effects make-up	160
CUESMT2A	Prepare for rehearsal	140
	Total Hours	770

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

Diploma of Remedial Massage

Course Code: HLT50302

Campus

City King.

Career Opportunities

Join an association and work within a multidisciplinary setting work with Work Cover Clients and obtain Health Fund Rebate Status.

Scope of Delivery

This course is offered on a full-time basis only.

Course Objectives

The course aims to provide the knowledge and skills required of massage therapist working in a multi disciplinary clinic, and give them the knowledge to assess injuries and their mechanisms.

Prerequisites

You must have completed VCE or be of mature age. Completion or be enrolled in an introductory course in massage at Victoria University, Short Course Center, telephone: (03) 9919 7920 or equivalent.

Entry Requirements

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

Selection Procedure/Selection Criteria

Applicants are required to attend an interview.

Course Duration

The course may be offered on a full-time basis over 18 months.

Course Structure

Unit of Study Code		Hours
BSBCMN204A	Work effectively with others	15
HLTCOM2A	Develop professional expertise	40
HLTCOM4A	Communicate effectively with clients/patients	30
HLTCOM5A	Administer a practice	30
HLTCOM6A	Make referrals to other health care professionals when appropriate	40
HLTFA2A	Apply advanced first aid	30
HLTHIR1A	Work effectively in the health industry	20
HLTHSE1A	Follow the organisation's occupational health and safety policies	20
HLTIN1A	Comply with infection control policies and procedures	20
HLTREM1A	Work within a massage framework	20

HLTREM2A	Provide remedial massage treatment	380
HLTREM3A	Plan the remedial massage treatment strategy	40
HLTREM4A	Apply remedial massage assessment framework	40
HLTREM5A	Perform remedial massage health assessment	280

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

Advanced Diploma of Naturopathy

Course Code: HLT60502

Campus

St Albans.

Career Opportunities

Naturopath, Natural Medicine

Scope of Delivery

Full-time. This is a fee-for-service course.

Course Objectives

To complete two years of Naturopathy in TAFE, will then gain entry into the Bachelor of Health Science Naturopathy & Homeopathy a dual sector course:

- Two years in TAFE
- Combined Summer Semester
- Two years in Higher Education

Entry Requirements

To qualify for admission to this participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level two competencies, as defined in the Certificate of General Education for Adults, mature age applicants who have not completed year 12 will also be considered for admission.

Selection Procedures

Selection is via aptitude and by interview.

Course Duration

The course may be offered on a two year full-time basis over a minimum of 1240 nominal hours or part-time equivalent.

Course Structure

The course requires the completion of 21 units (comprising 9 core, 8 specialisation and 4 electives).

Core Units

Unit of Study Code	Hours
BSBFLM303A	40
HLTCOM2A	40
HLTCOM3A	50
HLTCOM4A	30
HLTCOM6A	40
HLTFA2A	30
HLTHIR2A	30
HLTIN4A	50
HLTHSE2A	40

Specialisation Units

Unit of Study Code	Hours
HLTNAT1A	120
HLTNAT2A	60
HLTNAT3A	80
HLTNAT5A	40
HLTNAT6A	200
HLTNAT7A	40
HLTNAT8A	40
HLTNAT9A	20

Nutrition stream

HLTNUT1A	Apply literature research findings to nutritional practice	40
HLTNUT2A	Provide specialised nutritional care	60

Homeopathy stream

HLTNAT4A	Provide acute homeopathic treatment	120
HLTHOM12A	Work within a homeopathic framework	60

Certificate II in Hairdressing [Pre-Apprenticeship]

Course Code: WRH20100

Campus

City King, Melton.

Career Opportunities

Hairdresser.

Scope of Delivery

Full-time 3 days a week, 1 day a week for secondary schools. This course is also delivered as a traineeship.

Course Objectives

The course aims to provide pre-vocational training for individuals wishing to work in the Hairdressing Industry.

Entry Requirements

To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults curriculum.

Selection Procedures/Selection Criteria

Aptitude test and interview.

Course Duration

The course may be offered on a full-time basis over 174 hours. Call 9919 7892 for commencement dates

Course Structure

Unit of Study Code	Hours
WRH01A	30
WRH02A	30
WRH03A	20
WRH04A	10
WRH05A	10
WRH06A	20
WRH07A	36
WRRS1A	18

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

Certificate III in Hairdressing

Course Code: WRH30100

Campus

City King.

Career Opportunities

Hairdresser.

Offers training as:

- Apprenticeship;
- Full-time Training – Full fee paying;
- Reskilling;
- Australian Qualification/Trade Recognition Australian Skills Test.

Hairdressers with overseas qualifications who wish to gain Australian Qualification Certificate III in Hairdressing.

Scope of Delivery

Full-time – fee for service, part-time – employed apprentices only. All modes of attendance include day release, block release and on-the-job training.

Course Objectives

The course aims to provide training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

Entry Requirements

To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults statewide accredited curriculum (published December, 1996).

Applicants enrolling as an apprentice must be over 15 years of age, be employed in the industry and indentured to a tradesperson, having been selected by that tradesperson on the basis of having appropriate aptitude for and attitudes towards hairdressing.

Applicants enrolling on a full-time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressers to the industry.

Selection Procedures/Selection Criteria

Apprenticeship student selection is conducted by employer.

Full time Training requires applicants to complete an application form and attend a interview.

Reskilling Students are required to complete an application form, attend an interview, have a valid Certificate of Qualified Hairdressing from country of origin and sit a skills and knowledge test.

Course Duration

The course may be offered on a full-time and part-time basis over 740–760 nominal hours.

Course Structure

<i>Core Units</i>			
Unit of Study Code		Hours	
WRH01A	Maintain a safe, clean and efficient work environment	30	
WRH02A	Communicate in the workplace	30	
WRH03A	Receive and direct clients	20	
WRH04A	Prepare clients for salon services	10	
WRH05A	Co-ordinate salon tasks	10	
WRH06A	Remove chemicals from hair	20	
WRH07A	Schedule and check-out clients	36	
WRH09A	Consult with clients and diagnose scalp and hair conditions	10	
WRH10A	Treat hair and scalp	10	
WRH11A	Cut hair	170	
WRH12A	Dress (style) hair	135	
WRH13A	Perform permanent wave and chemical relaxation services	90	
WRH14A	Colour hair	115	
WRH15A	Co-ordinate salon team	36	
WRRS1A	Sell products and services	18	

<i>Optional Unit</i>			
Unit of Study Code		Hours	
WRH22A	Perform a face shave	20	

The optional unit will be selected by the student in consultation with her/his employer depending on work requirements and is subject to approval by the Head of Department.

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

Certificate IV in Hairdressing

Course Code: WRH40100

Campus

City King.

Career Opportunities

Trainer, supervisor, specialist hairdresser, manager and/or owner.

Scope of Delivery

Full-time or part-time basis.

Course Objectives

The course aims to provide training to hairdressers requiring a post-trade qualification.

Entry Requirements

To qualify for admission to the course, applicants must generally have acquired the Certificate III in Hairdressing or equivalent, plus literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults curriculum.

Selection Procedures/Selection Criteria

Application Form and Interview Process

Course Duration

The course may be offered on a part-time basis over 140–390 hours. Call 9919 7877 for commencement dates.

Course Structure

<i>Core Units</i>			
Unit of Study Code		Hours	
BSZ402A	Conduct assessment	15	
BSZ407A	Deliver Training Sessions	50	

Units of Study

Four units from any of the following elective streams:

Beauty Stream

Unit of Study Code		Hours
WRB14A	Pierce ears	20
WRB15A	Provide lash and brow treatments	20
WRB16A	Provide temporary epilation and bleaching treatments	100
WRB17A	Provide manicure and pedicure service	40
WRB21A	Design and apply make up	40

Hairdressing Stream

Unit of Study Code		Hours
WRH16A	Provide specialist hair design services	60
WRH17A	Provide specialist hair colour services	40
WRH18A	Provide specialist hair styling services	40
WRH22A	Perform a face shave	20

Small Business Stream

Unit of Study Code		Hours
WRH34A	Supervise staff and the salon	30
WRH35A	Maintain customer relations	36
WRRPM2A	Recruit and select staff	36
WRRPM3A	Lead and manage people	30

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

Diploma of Hairdressing Salon Management

Course Code: WRH50100

Campus

CIty King.

Career Opportunities

Hairdressing Salon Manager.

Scope of Delivery

Fee-for-service.

Course Objective

The course aims to provide the skills and knowledge required to manage a hairdressing salon.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Application Form and Interview Process

Course Duration

The course may be offered on a full-time basis over 397–537 nominal hours over or part-time equivalent.

Course Structure

The structure of the course is as follows -

Core Units of Study (totalling 192 nominal hours)

Unit of Study Code		Hours
WRH34A	Supervise staff and the salon	30
WRH35A	Maintain customer relations	36
WRRPM2A	Recruit and select staff	36
WRRPM3A	Lead and manage people	30
BSX023\02	Complete a business plan	30
BSX023\05	Manage business operations	30

Units of Study

Six units (totalling 205–345 nominal hours) selected by the student, with the approval of the Head of Department, from the following

Unit of Study Code		Hours
BSX023\01	Evaluate a business opportunity	20
BSX023\03	Address legal and administrative requirements	20
BSX023\07	Manage finances	40
BSZ503A	Design and establish the assessment system	40
BSZ504A	Manage the training and assessment system	40
BSZ505A	Evaluate the training and assessment system	45
BSXFMI503A	Establish and manage effective workplace relationships	60
BSXFMI504A	Participate in, lead and facilitate work teams	60
BSXFMI505A	Manage operations to achieve planned outcomes	60
BSXFMI507A	Manage quality customer service	60
BSXFMI511A	Contribute to the development of a workplace learning environment	60

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

Western Business Enterprise Centre

The Western Business Enterprise Centre is located at 213 Nicholson Street Footscray and is the centre of small business information and training.

The Business Enterprise Centre provides free, independent, confidential and competent advice and other practical assistance and training to small business operators. We provide referral to local professional and government services available to business as well as to pertinent training for micro and small business operations.

Small Business Training: Training sessions are presented by professional educators, practical small business operators and trainers using modern business and management theory and practice. A combination of lectures, case studies, individual and group discussions, and business training sessions are designed to raise the level of knowledge and expertise of individual business persons. All training is practical and assists the participants to develop their business idea. Participants will produce a business plan for their business.

Wholesale & Retail Industry Training:The WBEC also incorporates the Wholesale/Retail Unit which offers students a wide range of vocational education and industry approved courses by flexible methods such as traineeships, on-campus workshops and workplace delivery.

Details of the TAFE Certificates II to IV and Diploma courses offered by the Department are set out below.

Code	
PRS30198	Certificate III in Security (Guarding)
21530VIC1	Certificate II in Small Business (Operations/Innovation)
BSB40401	Certificate IV in Business (Small Business Management)
21542VIC	Diploma of Business Facilitation
WFS20202	Certificate II in Funeral Services (Funeral Operations)
WFS30202	Certificate III in Funeral Services (Funeral Operations)
WFS40202	Certificate II in Funeral Services
WRW20101	Certificate II in Wholesale Operations
WRW30101	Certificate III in Wholesale Operations
WRW40101	Certificate IV in Wholesale Management
WRW50101	Diploma of Wholesale Management
WRR50102	Diploma of Retail Management
WRR40102	Certificate IV in Retail Management
WRR30102	Certificate III in Retail Supervision
WRR30202	Certificate III in Retail Operations
WRR20102	Certificate II in Retail Operations
WRB20399	Certificate II in Retail Cosmetic Assistant

Elaine Egan

Manager, Western Business Enterprise Centre

Victoria University (Security Training Division) takes pride in providing current security training competencies, to an excellent standard, in an array of fields, which could be the commencement of an enriched career, no matter which path you decide to take.

Our trainers have a multitude of skills between them and are keen to get the very best potential from their students by utilizing all relevant teaching/assessment tools/methods available.

Some of the pathways your security training can lead to are:

- Security technician;
- Alarm installer;
- Asset Management;
- Aviation Security;
- Airport Security;
- Escort and Carry Protection Services;
- Entry for consideration into the Close Personal Protection field;
- Entry for consideration into the Private Investigations field;

- Occupational First Aid/Security Guard positions;
- Security Supervisors and Trainers;
- Commencement of Fire Detection Training;
- Security Consultancy in the Domestic, Commercial/Industrial or Corporate sectors;
- Commercial/Industrial/Corporate Risk Assessment field;
- Occupational Health and Safety stream;
- Conflict Resolution field;
- Security Guard;
- Patrol Officer;
- Crowd Controller;
- Loss Prevention Officer;
- Control Room Operator.

Qualified Security operators can find work in a variety of setting including sporting, entertainment, retail and service venues, hospitality and recreational, industrial, residential and special events.

The industry is predicted to grow as increased law enforcement services are outsourced to reputable Security companies.

Certificate III in Security (Guarding)

Course Code: PRS30198

It is anticipated that the current courses will change to a National Training Package to be delivered Australia wide. Details of the changes are yet to be confirmed. Victoria University intends to deliver the new courses as soon as they are implemented.

Campus

Footscray Nicholson.

Career Opportunities

The Australian protective security industry is substantial and diverse, employing an estimated 80 - 90 thousand people in protective guarding duties. Indications are that the guarding and physical security sector of the industry will continue to grow, with increased opportunities for employment both in-house and for contract security firms.

Graduates from this course will be eligible to register with the Victorian Private Agents Registry for the granting of a Crowd Control and Combined Licence. This Licence is essential for employment in the state of Victoria. Holders of a Combined Licence are able to seek employment in a variety of settings including business and finance, hospitality, recreational, property management, entertainment and sporting events.

Scope of Delivery

These courses are offered on a part time basis only.

Course Objective

The course aims to provide training for individuals wishing to work in the Security Industry as a Security Guard.

At the completion of Certificate II in Security participants will be able to apply for a provisional licence however a full licence must be obtain within twelve months. Once a provisional or full licence has lapsed training must be refreshed.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate the ability to:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Selection Procedures/Selection Criteria

Applicants must attend an Industry Information Session and undertake an entry level interview and assessment.

Course Duration

The Certificate II in Security (Guarding)(PRS20198) may be offered on a part-time basis over 124–230 nominal hours.

The Certificate III in Security (Guarding)(PRS30198) may be offered on a part-time basis over 174–354 nominal hours.

Course Structure

Core Units of Study

Unit of Study Code		Hours
PRSSG04A	Communicate in the Work Place*	20
PRSSG05A	Manage Conflict*	16
PRSSG06A	Maintain Occupational Health and Safety*	8
PRSSG07A	Manage Own Performance*	2
PRSSG08A	Operate Basic Security Equipment*	10
PRSSG17A	Maintain effective relationship with clients/customers*	8
PRSSG18A	Work as part of team*	12
PRSSG28A	Interpret & Comply with Legal & Procedural Requirements*	20
	Total hours	96

Elective Unit of Study

The following Elective Unit of Study are being offered by Victoria University. Students are expected to complete a minimum of ten Elective Unit of Study in order to complete the course.

*These Elective Unit of Study are required by the Victorian Private Agents Registry for the granting of a Crowd Control and Combined Licence.

Unit of Study Code		Hours
PRSSG01A	Maintain the security of premises and property	10
PRSSG02A	Control Access to and Exit of Premises*	10
PRSSG03A	Maintain Safety of Premises and Personnel*	10
PRSSG09A	Apprehend Offenders*	16
PRSSG11A	Escort & Carry Valuables	10
PRSSG13A	Control Crowds*	16
PRSSG19A	Lead Small Teams	10
PRSSG20A	Interpret information from advanced security equipment	10
PRSSG22A	Monitor field staff activity from control room	10
PRSSG23A	Operate Security Vehicle	8
PRSSG12A	Provide for the Safety of Persons	16
PRSSG25A	Provide emergency first aid*	24
THHBTHS04A	Manage intoxicated persons*	10
	Total hours	160

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

Certificate II in Small Business (Operations/Innovation)

Course Code: 21530VIC

Campus

To be advised.

For details on this course, contact the Department on 9919 8910

Certificate IV in Business (Small Business Management)

Course Code: BSB40401

Campus

Footscray Nicholson, Melton, Werribee.

Career Opportunities

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

Scope of Delivery

Full-time; part-time; flexible delivery.

Course Objective

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

Entry Requirements

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

Application is made directly to the Western Business Enterprise Centre by completing a Small Business Management Application Form available from the Department. On receipt of the Application Form you will be notified of the next enrolment date. To be eligible for this course, applicants must have basic computer skills and be able to process basic verbal and printed information.

Course Duration

The course may be offered on a full-time basis over 355–550 nominal hours or part-time equivalent.

Course Structure

Students must complete a minimum of 10 units:

A minimum of 4 units (140–190 nominal hours) must be from the Small Business Domain

Unit of Study Code		Hours
BSBSBM301A	Research business opportunities	30
BSBSBM401A	Establish business & legal requirements	30
BSBSBM402A	Undertake financial planning	40
BSBSBM403A	Promote the business	40
BSBSBM404A	Undertake business planning	60
BSBSBM405A	Monitor & manage business operations	40
BSBSBM406A	Manage finances	50
BSBSBM407A	Manage a small team	40

A minimum of 3 units (80–150 nominal hours) from the common core

Unit of Study Code		Hours
BSBFLM404A	Lead work teams	50
BSBCMN402A	Develop work priorities	30
BSBCMN403A	Establish Business networks	50
BSBCMN404A	Develop teams and individuals	30
BSBCMN405A	Analyses & 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 services strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBCMN412A	Promote innovation and change	50
BSBCMN413A	Implement and monitor environmental policies	40

A maximum of three units (135–210 nominal hours) 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 AQF level IV; one unit may be included from lower or higher levels in this qualification

Units will be selected by the student, with the approval of the Head of Department, having regard to the relevant units listed in the BSB01 Business Services Training Package, Australian National Training Authority, 2001.

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

Diploma of Business Facilitation

Course Code: 21542VIC

Campus

To be advised.

Career Opportunities

The course is designed to meet the training needs of those who provide counselling to business owners, managers or operators, along with enhancing the essential components that contribute to business success.

Scope of Delivery

Full-time; part-time; flexible delivery.

Course Objective

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

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework (AQF) Level Five.

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

Selection Procedures/Selection Criteria

Application is made directly to the Western Business Enterprise Centre by completing a Small Business Management Application Form available from the Department. On receipt of the Application Form you will be notified of the next enrolment date. To be eligible for this course, applicants must have basic computer skills and be able to process basic verbal and printed information.

Course Duration

The course may be offered on a full-time basis over a minimum of 785 nominal hours or part-time equivalent.

Course Structure**Core Units**

Unit of Study Code		Hours
BSBASSIM507A	Establish and maintain a strategic planning cycle	50
BSBATSIL503A	Manage conflict	60
BSBATSIM405A	Monitor financial management and budgets	40
BSBFLM501A	Manage personal work priorities and professional development	60
BSBFLM507A	Manage quality customer service	60
BSZ404A	Train small groups	30
CHCINF6A	Manage information strategically	90
FNBFIN70A	Prepare financial forecasts and projections	70
TDT1598B	Market service and products to clients	40
UTGNGS321A	Coordinate & monitor implementation of risk management plan	80
VBN304	Apply professional ethics and standards	10
VBN336	Counsel small to medium sized businesses	140

Units of Study

A minimum of two units selected by the student with the approval of the Head of Department from the list of relevant units detailed in the Diploma of Business Facilitation accredited curriculum document 1 January 2004 – 31 December 2006 and/or any other endorsed Training Package. Units must be at AQF Level Five.

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

Certificate II in Funeral Services (Funeral Operations)

Course Code: WFS20202

Campus

To be advised.

Career Opportunities

Funeral services.

Scope of Delivery

To be advised.

Course Objective

This qualification facilitates the development of a range of knowledge and skills in the Funeral Services industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework (AQF) Level Two.

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course may be offered on a full-time basis over a minimum of 225 nominal hours or part-time equivalent.

Course Structure

Core Units

Unit of Study Code	Hours
WFSCCR101A Communicate appropriately with colleagues and clients	40
WFSCCR102A Deal with grief and trauma	20
WFSCCR201A Provide service to customers	20
WFSABO101A Process Funeral Services Industry documentation	20
WFSPCS101A Work effectively in the Funeral Service Industry	30
WFSPCS102A Carry out general OHS procedures	30
WFSPCS201A Carry out infection and contamination control practices	20

Specialist Unit of Study

Unit of Study Code	Hours
A minimum of three units from one stream, selected by the student with the approval of the Head of Department, drawn from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000.	

- Funeral
- Mortuary Administration

Units of Study

Four units not already undertaken, with a minimum of three selected from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000 and a maximum one unit from any other Training package at AQF level 2 or higher selected by the student with the approval of the Head of Department.

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

Certificate III in Funeral Services (Funeral Operations)

Course Code: WFS30202

Campus

To be advised.

Career Opportunities

Funeral operations.

Scope of Delivery

To be advised.

Course Objective

This course aims to develop the knowledge and skills of the student to undertake work in the Funeral Services industry. The qualification provides the opportunity to specialise in a specific area of Funeral operations.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework (AQF) Level Three.

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course may be offered on a full-time basis over a minimum of 388 nominal hours or part-time equivalent.

Course Structure

Core Units

Unit of Study Code	Hours
WFSCCR101A Communicate appropriately with colleagues and clients	40
WFSCCR102A Deal with grief and trauma	20
WFSCCR201A Provide service to customers	20
WFSABO101A Process Funeral Services Industry documentation	20
WFSPCS101A Work effectively in the Funeral Service Industry	30
WFSPCS102A Carry out general OHS procedures	30
WFSPCS201A Carry out infection and contamination control practices	20

Specialist Units

A minimum of three units from one stream, selected by the student with the approval of the Head of Department, drawn from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000.
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- Funeral
- Mortuary Administration

Units of Study

Seven units not already undertaken, with a minimum of six selected from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000 and a maximum one unit from any other Training package at AQF level 2 or higher selected by the student with the approval of the Head of Department.

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

Certificate IV in Funeral Services

Course Code: WFS40102

Campus

To be advised.

Career Opportunities

Funeral operations.

Scope of Delivery

To be advised.

Course Objective

This course aims to develop the knowledge and skills of the student to undertake a leadership role in the Funeral Services industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework (AQF) Level Four.

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course may be offered on a full-time basis over a minimum of 421 nominal hours or part-time equivalent.

Course Structure

Core Units

Unit of Study Code		Hours
BSXFMI411A	Contribute to the development of a workplace learning Environment	30
WFSCCR101A	Communicate appropriately with colleagues and clients	40
WFSCCR102A	Deal with grief and trauma	20
BSXFMI407A	Manage quality customer service	60
WFSPCS101A	Work effectively in the Funeral Service Industry	30
WFSPMG301A	Coordinate a team	20
WFSPMG401A	Supervise staff	35
WRRO.3A	Provide a safe working environment	36

Specialist Units

One specialist from one stream, selected by the student with the approval of the Head of Department, drawn from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000.

- Funeral
- Burials and Cremations
- Buildin Ground and Maintenance

Units of Study

Six units not already undertaken, with a minimum of six selected from the Funeral Services Training Package WFS02 (V1.01), Australian National Training Authority, 2000 and a maximum one unit from any other Training package at AQF level 3 or higher selected by the student with the approval of the Head of Department.

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

Diploma of Wholesale Management

incorporating

Certificate IV in Wholesale Management

Certificate III in Wholesale Operations

Certificate II in Wholesale Operations

Course Code: WRW50101 Diploma

Course Code: WRW40101 Certificate IV

Course Code: WRW30101 Certificate III

Course Code: WRW20101 Certificate II

Campus

City King.

Career Opportunities

Retail, Call Centres, Business Administration and Transport and Distribution.

Scope of Delivery

The Wholesale/Retail Department offers students a range of study options including: on or off campus, workshops, traineeships and workplace delivery, distance education, flexible delivery, full and part-time study.

Course Objective

These courses aim to provide participants with the knowledge and skills required to work predominantly in the Wholesale industry but with links also to Retailing, Call Centres, Transport and Distribution and Business Administration.

Entry Requirements

Generally, entry into Certificates II, III or IV will be via the New Apprenticeship scheme. Those currently working in industry are also encouraged to apply although conditions apply in this instance.

To qualify for the Certificate II course, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the Department as being capable of successfully completing the course. For other certificate levels, successful completion at the previous certificate level or equivalent industry/work experience (as determined by the Department) is required.

Selection Procedures/Selection Criteria

To qualify for the Certificate II level courses, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the Department as being capable of successfully completing the course. The course is mainly aimed at those about to take up a position, or those currently working in the industry. For all other Certificate levels, an interview to determine successful completion at the preceding Certificate level, and/or equivalent industry/work experience is required. Applications must be made directly to the Wholesale/Retail Department by phoning Administration on (03) 9264 7932.

Course Duration

On-going starts throughout the year, with 12 months being the normal, maximum duration for Certificate II under a Training Agreement. The traineeship can then be extended by 12 months or less for continuing with Certificate III and by another 12 months or less for Certificate IV.

A course may also be undertaken part-time over 3 years duration (maximum for Certificate II and III).

Certificate II in Wholesale Operations

Course Code: WRW20101

This certificate is considered by the industry to be the pre-vocational level qualification required by employees to function effectively in a wholesaling business.

To successfully complete this qualification, students need to complete the 9 Core Unit of Study and 2 Unit of Study.

Core Units

Unit of Study Code	Hours
WRWPL201A Access product and service performance data	30
WRWSL201A Sell products and services to business customers	20
WRWSL203A Use computers as part of business and e-Commerce processes	36
WRWWS201A Confirm wholesale business practices	21
WRWOP201A Comply with legislative requirements impacting business activities	30
WRRCS.1B Communicate in the workplace*	63
WRRM.2B Perform routine housekeeping duties	18
WRRLP.1B Apply safe working practices	18
WRRER.1B Work effectively in a retail environment	42
Total number of hours for Core Unit of Study only	278

Units of Study

Students must select 2 elective competencies. At least one must come from the list below, however students may choose to select another competency from any other Training package at Certificate II level.

WRWPS201A Process purchases	30
WRWMK201A Provide marketing & promotion program support	30
WRWMK202A Conduct telemarketing	36
WRWFN201A Complete debtor processes	40
WRRCS.3B Interact with customers	36
WRRLP.2A Minimise theft	21
WRRL.1B Perform stock control procedures	36
WRRM.1B Merchandise products	36
ICTTC202A Use specific enterprise systems to satisfy customer requirements	40
ICTTC210A Process sales of limited product/service from incoming enquiries	30

Upon successful completion of Certificate II in Wholesale Operations(WRW20101), students are eligible to apply for entry into Certificate III.

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

Certificate III in Wholesale Operations

Course Code: WRW30101

This certificate allows learners to develop a broader knowledge for application to the Wholesale industry.

To successfully complete this qualification, students need to complete 11 Core Unit of Study and 7 Unit of Study.

Note: Students who have completed the Certificate II in Wholesale Operations(WRW20101) are eligible to receive credit for 9 of these 11 core units. (*)

Core Units

Unit of Study Code	Hours
WRWPL201A Access product and service performance data*	30
WRWSL201A Sell products and services to business customers*	20
WRWSL202A Build sales relationships	30
WRWSL203A Use computers as part of business and e-commerce processes*	36
WRWWS201A Confirm wholesale business practices*	21
WRWWS302A Maintain business to business relationships	36

WRWOP201A Comply with legislative requirements impacting business activities*	30
WRRCS.1B Communicate in the workplace*	63
WRRM.2A Perform routine housekeeping duties*	18
WRRLP.1B Apply safe working practices*	18
WRRER.1B Work effectively in a retail environment*	42
Total number of hours for Core Unit of Study only	344

Units of Study

Students must select 7 elective competencies. At least 3 must come from the list below, however students may choose to select another 2 competency units from the Wholesale Training package at Certificate II level and 2 units from any other Training package at Certificate III level.

Note: Students who have completed Certificate II are eligible to receive credit for 2 Unit of Study but the remaining 5 units must be chosen from this level.

Unit of Study Code	Hours
WRWPS302A Administer supply into a business	40
WRWPL302A Process product and service data	40
WRWMK303A Implement advertising and promotional activities	42
WRWSL304A Optimise customer and territory coverage	36
WRWSL305A Analyse and achieve sales targets	36
WRWSL306A Build sales of branded products	36
WRWFN302A Manage debtor processes	36
WRRM.3B Co-ordinate merchandise presentation	36
WRRM.4A Co-ordinate housekeeping	9
WRRS.3B Co-ordinate sales performance	36
WRRCS.4B Co-ordinate interaction with customers	36
WRRLP.3A Maintain store safety	36
WRRLP.5A Apply store security systems and procedures	36
WRRLP.4B Maintain store security	18
WRRER.2B Co-ordinate work teams	36
WRRER.3B Maintain employee relations	36
ICTTC203B Navigate and interrogate specific enterprise systems to satisfy customer requirement	40
ICTTC211A Process sales of complex product/service and where customer is unsure of available options	40
ICTTC212A Process sales which commit both customer and Enterprise to considerable financial commitment	40
PSPPROC301A Procure goods and services	60

Upon successful completion of Certificate III in Wholesale Operations(WRW30101), students are eligible to apply for entry into Certificate IV.

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

Certificate IV in Wholesale Management

Course Code: WRW40101

This certificate prepares learners for a leadership role in the Wholesale industry.

To successfully complete this qualification, students need to complete the 15 Core Unit of Study and 11 Unit of Study.

Note: Students who have completed the Certificate III in Wholesale Operations(WRW30101) are eligible to receive credit for 9 of these 15 core units. (*)

Core Units

Unit of Study Code	Hours
WRWPL201A Access product and service performance data*	30
WRWMK405A Seize a business opportunity	36
WRWSL201A Sell products & services to business customers*	20
WRWSL202A Build sales relationships*	30
WRWSL203A Use computers as part of business and e-commerce processes*	36
WRWWS201A Confirm wholesale business practices*	21
WRWWS302A Maintain business to business relationships*	36
WRWWS403A Develop business to business relationships	40

WRWOP201A	Comply with legislative requirements impacting Business activities*	30
WRWOP402A	Maintain operational quality and productivity	42
WRWOP403A	Monitor compliance with legal and legislative Requirements impacting business operations	50
WRWOP407A	Maintain workplace safety	40
WRWFN403A	Manage operations to budget	60
WRRCS.1B	Communicate in the workplace*	63
WRRM.2B	Perform routine housekeeping duties*	18
	Total number of hours for Core Unit of Study only	476

Units of Study

Students must select 11 Unit of Study. At least six units must be chosen from the electives at this level, however three units may be chosen from the Certificate III level and two units can be chosen from any other Training package at Certificate IV level.

Note: Students who have completed Certificate III are eligible to receive credit for five Unit of Study but the remaining 6 units must be chosen from this level.

Unit of Study Code		Hours
WRWPS403A	Purchase products and services	50
WRWI402A	Plan inventory levels	42
WRWPL403A	Maximise sales of branded products	42
WRWMK404A	Market products	40
WRWSL407A	Lead a sales team	30
WRWSL408A	Train sales team operatives	36
WRWOP404A	Negotiate contracts	50
WRWOP405A	Implement product recalls	27
WRWOP406A	Manage and promote business to business e-commerce solutions	40
WRRO.1B	Manage merchandise and store presentation	36
WRRO.2B	Manage sales and service delivery	36
WRRO.3B	Provide a safe working environment	36
WRRO.5B	Control inventory	36
WRRO.4B	Control store security/loss	36
WRRF.3B	Produce financial reports	36
WRRPM.1B	Administer Human Resources policy	36
WRRPM.2B	Recruit and select personnel	36
WRRPM.3B	Lead and manage people	30
WRRO.6B	Manage store facilities	27
BSZ404A	Train small groups	30
BSZ401A	Plan assessment	15
BSZ402A	Conduct assessment	15
BSZ403A	Review assessment	5
TDTE697B	Collect & present workplace data & information	30
PSPPROC403A	Award contracts	20
PSPPROC404A	Manage contracts	60
PSPPROC401A	Plan procurement	40
PSPPROC402A	Request and receive offers	60

Upon successful completion of Certificate IV in Wholesale Management(WRW40101), students are eligible to apply for entry into the Diploma.

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

Diploma of Wholesale Management

Course Code: WRW50101

The Diploma is aimed at Managers and leaders within the Wholesale industry.

To successfully complete this qualification, students need to complete 17 Core Unit of Study and 16 Unit of Study.

Note: Students who have completed the Certificate IV in Wholesale Operations(WRW40101) are eligible to receive credit for 15 of these 17 core units.(*)

Core Units

Unit of Study Code		Hours
WRWPL201A	Access product and service performance data*	30
WRWMK405A	Seize a business opportunity*	36
WRWSL201A	Sell products & services to business customers*	20
WRWSL202A	Build sales relationships*	30
WRWSL203A	Use computers as part of business and e-commerce processes*	36
WRWWS201A	Confirm wholesale business practices*	21
WRWWS302A	Maintain business to business relationships*	36
WRWWS403A	Develop business to business relationships*	40
WRWOP201A	Comply with legislative requirements impacting Business activities*	30
WRWOP402A	Maintain operational quality and productivity*	42
WRWOP403A	Monitor compliance with legal and legislative requirements impacting business operations*	50
WRWOP407A	Maintain workplace safety*	40
WRWOP509A	Benchmark and continuously improve operational quality	60
WRWOP510A	Establish compliance with legal and legislative requirements	50
WRWFN403A	Manage operations to budget*	60
WRRCS.1B	Communicate in the workplace*	63
WRRM.2B	Perform routine housekeeping duties*	18
	Total number of hours for of Study only	622

Units of Study

Students must select 16 Unit of Study. At least 8 units must be chosen from the electives at this level, 4 units may be chosen from the Certificate IV level and 2 units may be chosen from the Certificate III level. Two (2) units can be chosen from any other Training package at a Diploma level.

NB: Students who have completed Certificate IV are eligible to receive credit for 8 Unit of Study but the remaining 8 units must be chosen from this level.

Unit of Study Code		Hours
WRWFN504A	Manage prices	50
WRWMK506A	Manage promotional activities	50
WRWMK507A	Develop a sales strategy	60
WRWMK508A	Devise a strategic marketing plan	80
WRWOP508A	Implement e-commerce business solutions	50
WRWPL403A	Improve supply and distribution chains	80
WRWPL504A	Review product/service performance	50
WRWPL505A	Maximise product sales and market share	50
WRWPL506A	Manage distribution processes	50
WRWPL507A	Forecast product performance	30
WRWPS504A	Develop purchasing strategies	40
WRWSL509A	Manage sales teams	33
WRWWS504A	Manage business customers	40
WRRPL.2B	Set Strategic plans	80
WRRPL.3B	Initiate and implement change	150
TDIJ798A	Conduct internal quality audits	20
TDTB1098A	Plan and implement maintenance schedules	30
TDTK698A	Evaluate software requirements and hardware enhancements	40
TDTO598A	Plan and manage security procedures for the enterprise	50
TDTR398A	Contract transport distribution services	40
TDTQ898A	Negotiate a contract	40

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

Diploma of Retail Management

incorporating

Certificate IV in Retail Management

Certificate III in Retail Supervision

Certificate III in Retail Operations

Certificate II in Retail Operations

Certificate II in Retail Cosmetic Assistant

Course Code: WRR50102 Diploma

Course Code: WRR40102 Certificate IV

Course Code: WRR30102 Certificate III Supervision

Course Code: WRR30202 Certificate III

Course Code: WRR20102 Certificate II

Course Code: WRR20399 Certificate II Cosmetic Assistant

Campus

City King, Melton (Cosmetic Assistant).

Career Opportunities

Retail Industry.

Scope of Delivery

The Wholesale/Retail Department offers students a range of study options including: on or off campus, workshops, traineeships and workplace delivery, distance education, flexible delivery, full and part-time study.

Course Objectives

These courses aim to provide participants with the knowledge and skills to work in the Retail sector.

Participants completing the Diploma and Certificate IV in Retail Management(WRR40102) should be able to function in a broad range of varied activities and in a wider variety of contexts, most of which are complex and non-routine. These courses aim to develop the skills to provide leadership and guidance when managing others, as well as being able to: contribute to technical solutions of a non-routine or contingency nature; evaluate and analyse current practices; develop new criteria and procedures for performing current practices; and the provision of guidance to others in the application and planning of skills.

At the completion of the Certificate III in Retail Operations(WRR30202) participants will have the skills to develop extensive product knowledge and manage responsibility for coordinating/supervising the work of others.

Participants completing the Certificate II in Retail Operations(WRR20102) will be prepared to apply for entry level employment or, gain a basic understanding of how to operate within, the Retail sector. Certificate II in Retail Operations(WRR20102) is considered by the industry to be the standard entry level qualification required by employees to function effectively in the Retail industry.

Entry Requirements

To qualify for admission to the Certificate II in Retail Operations, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of completing the course.

The Certificate II in Retail Operations(WRR20102) is also available to existing employees or as a traineeship, the Certificate II in Retail Operations(WRR20102) is the first step in a career in Retailing and leads directly to Certificates III and IV in Retail Operations.

Entrants may include: unemployed youth; school leavers (pre-year 12); long term unemployed; secondary school students and/or career/experience in other industries.

To qualify for admission into the Certificate III in Retail Operations(WRR30202) participants must be assessed by the School as having demonstrated competence at AQF Level 2 as outlined in the National Retail Competency Standards.

To qualify for admission into the Certificate IV in Retail Management(WRR40102) participants must be assessed by the School as having demonstrated competence at AQF Level 3 as outlined in the National Retail Competency Standards.

To qualify for admission into the Diploma in Retail Management(WRR50102) participants must have successfully completed the Certificate IV in Retail Management(WRR40102).

Experience within the Retail Industry in a supervisory/coordinating role and the means for measuring (assessing) their performance is also desirable for participants undertaking in the Certificate III, IV and Diploma courses.

Selection Procedures/Selection Criteria

To qualify for the Certificate II level courses, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the Department as being capable of successfully completing the course. The course is mainly aimed at those about to take up a position, or those currently working in the industry. For all other Certificate levels, an interview to determine successful completion at the preceding Certificate level, and/or equivalent industry/work experience is required. Applications must be made directly to the Wholesale/Retail Department by phoning Administration on 9919 7932.

Course Duration

In line with the Federal Government's New Apprenticeship system principles, these courses have been designed for flexible delivery modes such as fully on-the-job, combined on and off-the-job, distance learning, and for Assessment of learners against workplace competency standards.

Certificate II in Retail Operations

Course Code: WRR20102

This certificate is considered by the industry as the standard entry level qualification. It involves learning how to interact with customers, perform stock control duties, operate point of sale equipment and how to minimise theft.

To successfully complete this qualification, students need to complete the 10 Core Unit of Study and four Unit of Study from one of the three elective streams (ie: General Selling, General Food Selling or Clerical/Administration Stream)

Note: Students who have completed Certificate I in Retail Operations are eligible to receive credit for 5 of these 10 core units. (*)

Core Units of Study

Unit of Study Code		Hours
WRRCS1B*	Communicate in the workplace	50
WRRCS2B	Apply point of sale handling procedures	21
WRRCS3B	Interact with customers	36
WRRER1B*	Work effectively in a retail environment	40
WRRCA1B*	Operate retail equipment	21
WRRM2B*	Perform routine housekeeping duties	18
WRRLP1B*	Apply safe working practices	18
WRRLP2B	Minimise theft	21
WRR11B	Perform stock control procedures	36
WRRF1B	Balance register/terminal	18
Total number of hours for Core Unit of Study only		279

General Selling Stream

Unit of Study Code	Hours
WRRS1B	18
WRRS2B	27
WRRM1B	36

Plus, one other unit must be selected from the elective only units from Certificate III in Retail Supervision or Certificate III in Retail Operations or a product specific unit from Certificate II or III in another Training Package.

or

General Food Selling Stream

Unit of Study Code	Hours
WRRS1B	18
WRRLP6C	36
WRRFS1B	24
WRRFM1B	24
WRRFS2B	21
WRRFM2B	24
WRRFS3B	21
WRRFM3B	24
WRRFS5B	21
WRRFM5B	24
WRRFS6B	21
WRRFM6B	24

(#) These 2 units are compulsory. Note that units from the same food areas must be taken together eg: both bakery units.

or

Clerical/Admin Stream

Unit of Study Code	Hours
WRRCA2B	18
WRRCA3B	36
WRRF2B	27

Plus, another Clerical/Admin unit from Certificate II or III in another Training Package.

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

Some Unit of Study descriptors are listed towards the back of this brochure.

Certificate III in Retail Supervision

Course Code: WRR30102

This certificate has been designed for those employees who wish to enter into a supervisory role or who are responsible for co-ordinating and supervising staff.

To enter the Certificate III in Retail Supervision, students must have successfully completed the Core Unit of Study from Certificate II, plus WRRS1B Sell Products and Services.

OR

Have sufficient retail employment experiences that would equate to the application of Certificate II competencies over an extended period (approx. 2 years) or which would indicate likely success at this certificate level.

To achieve this qualification, a total of 5 Core Unit of Study and 4 Unit of Study must be successfully completed.

Core Units of Study

Unit of Study Code	Hours
WRRCS4B	36
WRRER2B	36
WRRER3B	36
WRRLP3B	36
WRRLP4B	18
Total number of hours for Core Unit of Study only 162	

A total of 4 Unit of Study must be chosen from the following. Up to 2 units may be taken from the Recommend Products and Services range, and 1 unit may be chosen from a product or service related unit from another Training Package at Cert III or IV level.

Unit of Study Code	Hours
RRS3B	36
WRRCA4B	36
WRRCA5B	36
WRR15A	36
WRRF3B	36
BSZ401A	15
BSZ402A	15
BSZ403A	5
BSZ404A	30

*These units must be taken together and equate to one retail unit.

Unit of Study Code	Hours
WRRM3B	36
WRRO7A	36
WRRO8A	36
WRRFS4B	36
WRRSS16B	36
WRRLP7C	36
WRRSS1B	36
WRRSS2B	36
WRRSS3B	36
WRRSS15B	36
WRRSS8B	36
WRRSS9B	36
WRRSS10B	36
WRRSS11B	36
WRRSS12B	36
WRRSS13B	36
WRRSS14B	36
WRRSS19B	36
WRRSS4B	36
WRRSS5B	36
WRRSS6B	36
WRRSS7B	36
WRRSS17B	36
WRRSS18B	36

Upon successful completion of Certificate III in Retail Supervision, students are eligible to apply for entry into Certificate IV.

Some Unit of Study descriptors are listed towards the back of this brochure.

Certificate III in Retail Operations

Course Code: WRR30202

This certificate has been developed for those employees who wish to undertake a more specialised role responsible for advanced selling or merchandising.

To enter the Certificate III in Retail Operations, students must have successfully completed the Core Unit of Study from Certificate II, plus WRRS1B Sell Products and Services.

or

Have sufficient retail employment experiences that would equate to the application of Certificate II competencies over an extended period (approx. 2 years) or which would indicate likely success at this certificate level.

Core Units of Study

Unit of Study Code	Hours
WRRS4B	36
WRRO7A	36
WRRLP5B	36
WRR15A	36

Plus either one of the following:

WRRM5A	Monitor in-store visual merchandising display	36
WRRM6A	Create a display for a small business	36
	Total number of hours for Core Unit of Study only	180

Units of Study

A total of 4 Unit of Study must be chosen from the following. Up to 2 units may be taken from the Recommend Products and Services range, and 1 unit may be chosen from a product or service related unit from another Training Package at Cert III or IV level.

Unit of Study Code		Hours
WRRCA4B	Co-ordinate retail office	36
WRRCA5B	Operate retail information technology systems	36
WRRF3B	Produce financial reports	36
BSZ401A	Plan assessment*	15
BSZ402A	Conduct assessment*	15
BSZ403A	Review assessment*	5
BSZ404A	Train small groups	30

*These units must be taken together and equate to one retail unit.

WRRM3B	Co-ordinate merchandise presentation	36
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One of the following units not already completed as a core unit may be selected

WRRM5A	Monitor in-store visual merchandising display	36
WRRM6A	Create a display for a small business	36
WRRLP3B	Maintain store safety	36
WRRLP4B	Maintain store security	18
WRR08A	Develop innovative ideas at work	36
WRRFS4B	Recommend liquor products	36
WRRSS16B	Recommend health and nutritional product	36
WRRLP7C	Monitor food safety plan/program and services	36
WRRSS1B	Recommend and fit clothing and accessories	36
WRRSS2B	Recommend and fit footwear products and services	36
WRRSS3B	Recommend jewellery products and services	36
WRRSS15B	Recommend hair/beauty/cosmetics products	36
WRRSS8B	Recommend cameras, photographic equipment and services	36
WRRSS9B	Recommend computer products and services	36
WRRSS10B	Recommend sporting products and services	36
WRRSS11B	Recommend toy products	36
WRRSS12B	Recommend and sell books and advise on reader services	36
WRRSS13B	Recommend newsagency products and services	36
WRRSS14B	Hire and sell video products and services	36
WRRSS19B	Recommend music/audio products and services	36
WRRSS4B	Recommend electrical products and services	36
WRRSS5B	Recommend furniture products	36
WRRSS6B	Recommend floor covering products and services	36
WRRSS7B	Recommend hardware products and services	36
WRRSS17B	Recommend toddler/baby products	36
WRRSS18B	Recommend Soft furnishings/manchester/ haberdashery products and services	36

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

Some Unit of Study descriptors are listed towards the back of this brochure.

Certificate IV in Retail Management

Course Code: WRR40102

Certificate IV has been designed to develop the first line management skills of those managing a small retail outlet, or a section/department within a larger retail store

To enter the Certificate IV in Retail Management, students must have successfully completed the 5 Core Unit of Study from either Certificate III in Retail Supervision or Certificate III in Retail Operations.

or

Have sufficient retail employment experiences that would equate to the application of Certificate III competencies over an extended period (approx. 2 years) or which would indicate likely success at this certificate level.

Core Units of Study

Unit of Study Code		Hours
WRR02B	Manage sales and services delivery	36
WRRPM1B	Administer human resources policy	36
WRRPL1B	Manage financial resources	36
WRRPM3B	Lead and manage people	30
WRR01B	Manage merchandise and store presentation	36
WRR03B	Provide a safe working environment	36
	Total number of hours for Core Unit of Study only	210

Units of Study

A total of 6 Unit of Study must be chosen, however they must be selected from those not already completed at Certificate III level.

A maximum of 2 service or product related units can be chosen from another Training Package at Certificate IV level or higher.

Unit of Study Code		Hours
WRR14B	Buy merchandise	50
WRRCA4B	Co-ordinate retail office	36
WRRCS4B	Co-ordinate interaction with customers	36
WRRF4B	Prepare Payroll	36
BSZ401A	Plan assessment*	15
BSZ402A	Conduct assessment*	15
BSZ403A	Review assessment	5
BSZ404A	Train small groups	30

*These units must be taken together and equate to one retail unit.

WRR04B	Control store security/loss	36
WRR05B	Control inventory	36
WRR06B	Manage store facilities	27
WRR09A	Lead a team to foster innovation	36
WRR010A	Create an innovative work environment	36
WRR011A	Set up systems to support innovation	36
WRRPM2B	Recruit and select personnel	36
BSBCM405A	Analyse and present research information	40
BSBCM406A	Maintain business technology	40
BSBCM407A	Co-ordinate business resources	30
BSBSM401A	Establish business and legal requirements	50
BSBSM404A	Undertake business planning	60
BSBFLM405A	Implement operational plan	50
BSBFLM406A	Implement workplace information system	50
BSBFLM409A	Implement continuous improvement	50
BSZ405A	Plan and promote a training program	50
BSZ406A	Plan a series of training sessions	30
BSZ407A	Deliver training sessions	50
BSZ408A	Review training	15
BSBMKG402A	Analyse consumer behaviour for specific markets	60
BSBMKG403A	Analyse market data	60
BSBMKG404A	Forecast market and business needs	60

Upon successful completion of Certificate IV in Retail Management, students are eligible to apply for entry into the Diploma.

Some Unit of Study descriptors are listed towards the back of this brochure.

Diploma of Retail Management

Course Code: WRR50102

The Diploma has been designed for those who hold or wish to hold higher management positions. These roles would involve providing support to senior management in a larger retail outlet or be responsible for the management of a retail store.

To enter the Diploma of Retail Management, students must demonstrate successful completion at preceding Certificate levels or have sufficient retail employment experiences including supervisory or management duties as determined by the Department and the Training Package guidelines.

Note: Students who have completed Certificate IV in Retail Management are eligible to receive credit for 5 of these 10 core units. (*)

Core Units

Unit of Study Code		Hours
WRRO2B	Manage sales and service delivery*	36
WRRPM1B	Administer human resources policy*	36
WRRPL1B	Manage financial resources*	36
WRRPM3B	Lead and manage people*	30
WRRO1B	Manage merchandise and store presentation*	36
WRRO3B	Provide a safe working environment*	36
WRRINF1B	Analyse and communicate information	80
WRRPL2B	Set strategic plans	80
WRRPL3B	Initiate and implement change	150
WRRO6B	Manage store facilities	27
Total number of hours for Core Unit of Study only		547

Units of Study

A total of 6 Unit of Study must be chosen, however they must be selected from those not already completed at Certificate IV level.

A maximum of 3 units can be chosen from another Training Package (but these must be units which first appear at a Diploma level qualification) and must be related to a service or product area related to the workplace context.

Unit of Study Code		Hours
WRR14B	Buy merchandise	50
WRRPM2B	Recruit and select personnel	36
WRRF4B	Prepare payroll	36
WRRO4B	Control store security/loss	36
WRRO5B	Control inventory	36
WRRO9A	Lead a team to foster innovation	36
WRRO10A	Create an innovative work environment	36
WRRO11A	Set up systems to support innovation	36
WRWPS504A	Develop purchasing strategies	40
WRWPL504A	Review product/service performance	50
WRWPL505A	Maximise product sales and market share	50
WRWPL507A	Forecast product performance	30
WRWMK506A	Manage promotional activities	50
BSBMGT502A	Manage people performance	60
BSBFLM505A	Manage operational plan	60
BSBFLM506A	Manage workplace information systems	50
BSBFLM509A	Promote continuous improvement	60
BSBFLM511A	Develop a workplace learning environment	60
BSBHR502A	Manage human resource management information systems	60
BSBHR506A	Manage recruitment selection and induction processes	60
BSZ501A	Analyse competency requirements	50
BSZ502A	Design and establish the training system	40
BSZ503A	Design and establish the assessment system	40
BSZ504A	Manage the training and assessment system	40
BSZ505A	Evaluate the training and assessment system	40
BSZ506A	Develop assessment procedures	25
BSZ507A	Develop assessment tools	25
BSZ508A	Design training courses	40
BSBMKG501A	Evaluate marketing opportunities	80
BSBMKG503A	Develop a marketing communications plan	50
BSBMKG505A	Review marketing performance	40

Upon successful completion, students will be awarded the Diploma of Retail Management.

Some Unit of Study descriptors are listed towards the back of this brochure.

Certificate II in Retail Cosmetic Assistant

Course Code: WRB20399

Career Opportunities

Retail Cosmetic Assistant.

Course Objectives

This course aims to provide students with the skills required to merchandise and sell beauty products in a retail environment; with the knowledge, practical skills and techniques to advise clients on skin care products, with client communication skills; knowledge of laws, regulations, Acts, professional associations and unions governing the profession; provide a recognized credential and where appropriate, credits in further education and training.

Entry Requirements

To qualify for admission to this course applicants must have basic English language, numeracy and literacy skills and be assessed by the School as being capable of successfully completing the course. Applicants may be required to attend a selection interview.

Course Duration

This course is offered on a full-time basis over 12 weeks.

Course Structure

Students must complete all of the 8 Core Unit of Study and all the units from the Retail Cosmetic Assistant Stream.

Core Units of Study

Unit of Study Code		Hours
WRB01A	Communicate with clients	36
WRB02A	Work effectively in a salon/store environment	18
WRB03A	Apply safe working practices (incl. First Aid)	40
WRB04A	Perform salon/store cleaning duties	18
WRB05A	Merchandise beauty products	36
WRB06A	Sell beauty products	18
WRB07A	Conduct financial transactions	36
WRB08A	Provide service to clients	36
WRB09A	Perform stock control procedures	36
WRB10A	Minimise theft	21
WRB11A	Operate retail equipment	21
WRB12A	Demonstrate retail skin care products	30
WRB21A	Design and apply makeup	40
Total number of hours for Core Unit of Study only		386

Some Unit of Study descriptors are listed towards the back of this brochure.

School of Engineering, Construction & Industrial Skills

The School of Engineering, Construction and Industrial Skills consists of the following six Departments/Units:

- Automotive Technology
- Building and Construction
- Building Services and Special Trades
- Computer Systems and Electronics
- Engineering Technology
- Industrial Skills Training Centre.

Each Department offers an extensive range of TAFE courses which provide prevocational, vocational and Diploma training for individuals and industries. These courses align with the Australian Qualifications Framework.

The courses offered by the School of Engineering, Construction and Industrial Skills provide the skills and knowledge needed for employment in the building, computer systems and networking, electrical, electronics, engineering (mechanical, manufacturing and civil), sign, transport, distribution and warehousing industries. Pre-apprenticeship courses [Certificate I or II] are offered for boatbuilding, bricklaying, carpentry and joinery, electrical, furniture manufacturing/cabinet making, painting and decorating, plumbing and gasfitting and sign industry. Employers and students appreciate the value of Pre-apprenticeship courses, and there is a high success rate in students obtaining apprenticeships after completing a pre-apprenticeship course because of the strong links with industry that have been developed.

Apprenticeship courses [generally Certificate III level] are also offered in these fields as well as in electronics, with credit given for pre-apprenticeship studies. In many courses, students can start their training at any time during the year and work to an individual program through flexible delivery arrangements.

In the building trade areas, students learn extensively while working on real, full-size jobs. For example, the construction of transportable buildings at the Newport Campus, construction and maintenance of boats, and production of signs. Apprentices and employers can contact us about arrangements for training in the workplace as well as about the benefits of doing so. For those aiming at employment or wishing to improve their skills as a builder, building supervisor, estimator, draftsperson/designer or building surveyor, Certificate IV and Diploma courses provide recognised qualifications.

Engineering Technology offers qualifications for careers in fabrication, robotics, fitting and turning and maintenance. Apprenticeship training as well as post trade training is a strong core business of the department.

The majority of Electronics and Computer Systems students undertake Certificate IV or Diploma courses. Successful students may be employed as technicians in areas such as consumer electronics, audio, communications or computers. The University is a Regional Academy with the Cisco Systems Networking Academy program. There is also a Certificate IV course in Electrical control and contracting. In 2005, the department will be offering the newly accredited Certificate II in Electrotechnology Servicing (Security Systems) UTE20504A.

The University's Industrial Skills Training Centre (ISTC) offers a range of short courses including dogging, rigging, scaffolding, earthmoving and driver training as well as traineeships and apprenticeships in civil construction and transport and distribution. The Centre boasts a fleet of modern, well-maintained light and heavy vehicles and earthmoving equipment which are used daily for training purposes.

The Specialist Centre for Transport, Distribution and Logistics, established in 2003, works closely with industry and other training providers of TDL. The Centre received a State Government Equipment Grant for warehousing equipment which has been installed at ISTC and will be used to conduct warehouse training in a simulated environment. The Centre provides a focal point for the identification and uptake of industry relevant programs, capturing new training opportunities and allowing the TDL industry to tap into the University's strong capacity in applied research.

The School of Engineering, Construction and Industrial Skills courses are offered at the Werribee, Melton, Sunshine, Newport and Footscray Nicholson campuses. Excellent training facilities are a feature of the School's Quality Training which include:

- planning for the extension of the Whitten Building which will see all of TAFE Engineering consolidated at Sunshine Campus
- the continuing upgrade of the hydraulics/pneumatics and mechatronics equipment at Sunshine Campus
- the three-year cyclical timeframe of replacing the plant and equipment within the Industrial Skills Training Centre which commenced in 2003
- the fifty-five hectare Industrial Skills Training Centre complex incorporating the new Specialist Centre for Transport, Distribution and Logistics.

The School maintains its strong links with industry to ensure training remains relevant. A considerable number of its staff work in company operations both full-time and part-time. A major focus of the School's business is to provide support for individuals and companies in the workplace using flexible training materials to deliver training which will complement individual enterprise training schedules and work patterns. Training is

On-the-job training, both short and long term, is provided for a broad range of industries. The School has specifically developed a variety of programs for the New Apprenticeship system, subject to an agreed training program. Traineeships can now be delivered and assessed totally in the workplace.

Each Department within the School is actively involved in the VET in Schools program whereby students can automatically receive credit transfers into related TAFE courses. The School is also continuing to develop its articulation arrangements with the associated Higher Education sector of the University. This enables students to move between the two sectors and provide them the opportunity to complete a degree in their chosen field.

Dianne Williams

Associate Director

School of Engineering, Construction and Industrial Skills

Automotive Technology Unit

The Automotive Technology Unit–TAFE conducts a wide range of courses that provide vocational education for a variety of Automotive occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code	
21110VIC	Certificate II in Automotive Technology
AUR10199	Certificate I in Automotive
AUR21099, AUR21399,	
AUR21599-AUR21899	Certificate II in Automotive (Mechanical)
AUR22599, AUR22899	Certificate II in Automotive (Vehicle Body)
AUR31699, AUR31899	Certificate III in Automotive (Vehicle Body)
AUR31099	Certificate III in Automotive (Mechanical)
AUR40199	Certificate IV in Automotive
21560VIC	Certificate II in Automotive Technology Studies

In addition to these courses, the Unit of Automotive–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Contact the Department for further information about courses or modules.

Dennis Puiatti

Head, Department of Automotive and Fabrication–TAFE

Certificate II in Automotive Technology

Course Code: 21110VIC

Campus

Melton, Newport.

Career Opportunities

Automotive industry.

Scope of Delivery

Full-time, 20 weeks per semester.

Course Objectives

This course aims to provide training for persons seeking work in the automotive industry. It may be customised to meet student career path aspirations through the selection of elective competencies and the application of learning resources specific to local business/employer work placement requirements.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

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

Interview plus entrance examination.

Course Duration

The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent. This course can be offered on a fee for service basis.

Student Work Placement or Simulated Workplace

Student work placement is recommended to compliment workplace assessment in accordance with competency evidence requirements.

Course Structure

Core Units of Study

Unit of Study Code		Hours
AUR00108A	Carry out maintenance &/ or component servicing operations	20
AUR18676A	Test service and replace battery	15
AUR18708A	Carry out minor repairs to electrical circuits/systems	40
AUR25678B	Use and maintain measuring equipment	15
AUR37927A	Identify automotive parts/components/accessories	40
AUR51356A	Read in the workplace	10
AUR51677A	Use numbers in the workplace	10
AUR70125A	Follow workplace occupational health and safety procedures	20
AUR70278A	Use and maintain workplace tools and equipment	20
AUR70314A	Contribute to workplace communication	20
AUR70421A	Establish relations with customers	20
BSATEC102A	Access and retrieve computer data	15

Elective Units of Study

A minimum of 155 nominal hours of elective Units of Study selected from across the following four specialisations:

- General;
- Automotive Mechanical;
- Automotive Vehicle Body;
- Outdoor Power Equipment.

Elective Units of Study are selected with the approval of the Head of Department, having regard to the specialisation Units of Study listed in the Certificate II in Automotive Technology (21110VIC), Accreditation Submission, Automotive Training Victoria, October 2000.

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

Automotive Training Package Qualification Certificates I – III

Career Opportunities

These qualifications require the participant to be employed as either an apprentice or trainee under the Australian Quality Training Framework.

Course Objectives

The courses leading to qualifications described below are based upon the Automotive Industry Retail, Service and Repair (RS&R) Training Package which has been developed to meet the training and skills recognition needs of the automotive industry in Australia

All qualifications in the Training Package are based on the Automotive Industry Retail, Service and Repair (RS&R) Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package Qualifications

Code	Title	Hours
AUR10199	Cert I in Automotive	180
AUR21799	Cert II in Automotive (Mechanical – Vehicle Servicing)	280–650
AUR31699	Cert III in Automotive (Vehicle Body – Panel Beating)	765–990
AUR31899	Cert III in Automotive (Vehicle Body – Vehicle Painting)	765–990
AUR31099	Cert III in Automotive (Mechanical – Light Vehicle)	520–1237

Entry Requirements

Certificate I – III

To qualify for admission to these qualifications, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Students enrolled as trainees must be employed under the Apprenticeship Training Scheme. This course can be offered on a fee for service basis.

Selection Procedures/Selection Criteria

Certificate II & III applicants must be employed in the Automotive Industry to be eligible for selection.

Course Structure

The competency standards have been packaged to provide common Core Units of Study, occupational stream specific Units of Study and a choice of elective Units of Study. The qualification level reflects the level of responsibility, complexity and autonomy of the occupational position.

Within Certificates II and III, there is a variation in the number of standards that make up a certificate. This is justified on the grounds of the skills and knowledge required in each occupational group and the context of delivery to meet the needs of the occupation. The application of the standards, especially under the heading of bicycles, marine and outdoor power equipment provides the context for the qualification even though the individual competency titles may be the same.

The industry has defined more flexible models for qualifications from Certificate IV to Diploma to meet the need for a post-trade, technical, specialist qualification as well as a broadly based, technical/administrative/sales qualification.

Core Units of Study

Industry selected four compulsory common Core Units of Study which underpin all training. The following four Core Units of Study are listed for all RS&R qualifications from Certificate I to Certificate III:

Unit of Study Code		Hours
AUR70125A	Follow Workplace Occupational Health and Safety procedures	20
AUR70278A	Use and maintain workplace tools and equipment	20
AUR70314A	Contribute to workplace communication	20
AUR70421A	Establish relations with customers	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Stream Specific Units of Study

Industry selected stream specific Units of Study which define skills required for the current automotive occupations from Certificate II to Certificate III.

Elective Units of Study

Elective Units of Study form part of the qualification to provide for enterprise-specific needs, trainee interests and flexibility. Elective Units of Study may be chosen from any Units of Study contained within the endorsed automotive training package (RS&R) or any other nationally endorsed training package. Elective choice rests with the enterprise, trainee and university but would generally be allied to the needs of the enterprise, ensuring that breadth, depth and complexity maintains a degree of consistency with the qualification level.

At the Certificate III qualification level, the packaging model allows for the selection of three (3) Units of Study where the number of occupational specific Units of Study is less than sixteen (16) and six elective Units of Study when the occupational specified number is sixteen (16) or more.

Certificate I in Automotive

Course Code: AUR10199

Campus

Newport.

Career Opportunities

Automotive industry.

Scope of Delivery

Full-time or part-time.

Course Objectives

This course aims to provide entry-level training for persons wishing to work in the automotive industry.

Course Structure

Core Units of Study

Unit of Study Code		Hours
AUR70125A	Follow Workplace Occupational Health and Safety procedures	20
AUR70278A	Use and maintain workplace tools and equipment	20
AUR70314A	Contribute to workplace communication	20
AUR70421A	Establish relations with customers	20

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

Elective Units of Study

Three Units of Study selected the student in consultation with his/her employer, with approval of the Head of Department.

Certificate II in Automotive (Mechanical)

Course Code: Aur21599, AUR21799

Campus

Newport.

Career Opportunities

Traineeships in designated fields.

Scope of Delivery

Part-time on-the-job. Same training and conditions as apprentices but shorter time frame.

Course Objectives

This course aims to provide training for persons working in the mechanical sectors of the automotive industry.

Course Streams

The following streams are available in the Certificate II in Automotive (Mechanical):

- Tyre Fitting & Repair Light
- Vehicle Servicing

Course Structure

Core Units of Study – as listed above.

Compulsory Stream Units of Study – Students must complete all compulsory stream Units of Study from their chosen stream, with approval by the Head of Department.

Elective Units of Study – Students are to complete three elective Units of Study in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Vehicle Body

Course Code: AUR31699, AUR31899

Campus

Newport.

Career Opportunities

Apprenticeships in panel and paint.

Scope of Delivery

Part-time.

Course Objectives

This course aims to provide training for persons working in the vehicle body sectors of the automotive industry.

Course Streams

The following streams are available in the Certificate III in Automotive Vehicle Body:

- Panel Beating
- Vehicle Painting.

Course Structure

Core Units of Study – as listed above.

Compulsory Stream Units of Study – Students must complete all compulsory stream Units of Study from their chosen stream, with approval by the Head of Department.

Elective Units of Study – Students are to complete three elective Units of Study in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Mechanical

Course Code: AUR31099

Campus

Newport.

Career Opportunities

Apprenticeships.

Scope of Delivery

Part-time.

Course Objectives

This course aims to provide training for persons working in the mechanical sectors of the automotive industry.

Course Streams

The following streams are offered from the Certificate III in Automotive Mechanical:

- Light Vehicle;

Course Structure

Core Units of Study – as listed above.

Compulsory Stream Units of Study – Students must complete all compulsory stream Units of Study from their chosen stream, with approval by the Head of Department.

Elective Units of Study – Students are to complete three elective Units of Study in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate IV in Automotive

Course Code: AUR40199

Campus

Newport.

Career Opportunities

Automotive Industry.

Scope of Delivery

Part time/workplace training.

Course Objective

The course aims to provide training for persons working at a technical level or in the business/management area of the automotive industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Applicants who have obtained the award of Certificate III in Automotive(AUR30299-AUR31899) or equivalent may be granted entry to the course with advanced standing. Applicants who want to specialise in automotive technical streams in the course must have previously achieved automotive technical or equivalent competency at AQF III level.

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

Course Duration

The course may be offered on a full-time basis over 432–1135 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Eight Units of Study selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant Units of Study in the relevant National Training Package AUR99 (published September 1999) from any of the following streams:

- Customer Service;
- Staff Development;
- Technical Application;
- Quality Control;
- Work Organisation;
- Business Operations.

Elective Units of Study

Eight Units of Study selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant Units of Study in the relevant National Training Package AUR99 (published September 1999).

Certificate II in Automotive Technology Studies

Course Code: 21560VIC

Career Opportunities

Automotive industry.

Scope of Delivery

Full-time, 20 weeks per semester.

Course Objectives

This course aims to provide training for persons seeking work in the automotive industry. It may be customised to meet student career path aspirations through the selection of elective competencies and the application of learning resources specific to local business/employer work placement requirements.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

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

Interview plus entrance examination.

Course Duration

The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent.

Student Work Placement or Simulated Workplace

Student work placement is recommended to compliment workplace assessment in accordance with competency evidence requirements.

Course Structure

The structure of the course is as follows:

Core Units

Unit of Study Code		Hours
VBN644	Carry out industry Resurch	40

Elective Units

A minimum of 360 nominal hours of elective units selected from across the following specialisations:

- General
- Automotive Mechanical
- Automotive Vehicle Body
- Maintenance

Elective units are selected with the approval of the Head of Department, having regard to the specialisation units listed in the Certificate II in Automotive Technology Studies (21560VIC), Accreditation Submission, Automotive Training Victoria, July 2004.

Department of Building and Construction

The Department of Building and Construction–TAFE conducts a wide range of courses that provide vocational education for a variety of Building and Construction occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Course Codes

15562VIC	Certificate I in Boatbuilding [Pre-Apprenticeship]
15563VIC	Certificate II in Boatbuilding [Traineeship]
15564VIC	Certificate III in Boatbuilding [Apprenticeship]
MEM20198	Certificate II in Engineering – Production [Boatbuilding Pre-Apprenticeship]
MEM30603	Certificate III in Marine Craft Construction
MEM20298	Certificate II in Engineering – Production Technology [Traineeship]
BCF30200	Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass)
21533VIC	Certificate II in Joinery/Shopfitting/Stairbuilding – Pre-Apprenticeship
21393VIC	Certificate II in Building and Construction [Bricklaying – Pre-Apprenticeship]
BCG30698	Certificate III in General Construction (Bricklaying/Blocklaying) [Apprenticeship]
21393VIC	Certificate II in Building and Construction [Carpentry – Pre-Apprenticeship]
20083VIC	Certificate III in Carpentry and Joinery (Joinery/Stairbuilding/Shopfitting)
BCG30798	Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) [Apprenticeship]
LMF20302	Certificate II in Furniture Making
LMF30302	Certificate III in Furniture Making
LMF30402	Certificate III in Furniture Making (Cabinet Making)
LMF30502	Certificate III in Furniture Making (Wood Machining)
21528VIC	Certificate IV in Applied Design (Furniture)
SA3475	Diploma of Building
SA3477	Certificate IV in Building
40356SA	Diploma of Building Design and Technology
40357SA	Certificate IV in Residential Drafting
SA3472	Diploma of the Built Environment
BCG60103	Advanced Diploma of Building Surveying
BCG50103	Diploma of Building Surveying
SA3473	Diploma of Building Surveying
SA3474	Diploma of Building Design and Drafting
40355SA	Advanced Diploma of Building Design and Project Administration

In addition to these courses, the Department of Building and Construction–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Alan Hill

Head, Department of Building and Construction–TAFE

Certificate I in Boatbuilding [Pre-Apprenticeship]

Course Code: 15562VICC

Campus

Newport.

Career Opportunities

Construction and repair of vessels.

Scope of Delivery

Full-time/Part-time.

Course Objective

The aim of this course is to provide boatbuilder and shipwright training in the construction and repair of all types of vessels, from small pleasure craft and work boats, to large commercial and naval ships. These vessels may be constructed from wood, fibreglass, aluminium or steel.

Entry Requirements

There are no formal entry requirements but applicants must possess basic English language, literacy and numeracy skills.

Selection Procedures/Selection Criteria

Selection to this course is via an interview process.

Course Duration

The course consists of 11 core modules, 350 nominal hours of study.

Course Structure

Each module covers a particular facet of the trade and includes the relevant theory, mathematics, drawing and practical skills.

Year 1

Unit of Study Code		Hours
NCS001	Workplace Communications	40
NOS119	Work Environment	30
VBG951	Workplace Occupational Health & Safety	40
VBG952	Boatbuilding Terminology	20
VBG953	Boatbuilding Calculations	20
VBG954	Hand & Power Tools	40
VBG955	Boatbuilding Drafting	20
VBG956	Craft Development	80
VBG957	Boatbuilding Materials	40
VBG958	Introduction to Static Machines	20
VBH966	Workplace Training	0

All modules are compulsory.

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

Certificate II in Boatbuilding [Traineeship]

Course Code: 15563VIC

Campus

Newport.

Career Opportunities

Construction and repair of vessels.

Scope of Delivery

Full-time.

Course Objective

The aim of this course is to provide boatbuilding and shipwright training in the construction and repair of all types of vessels from small pleasure craft and work boats, to large ships. These vessels may be constructed from wood, fibreglass, aluminium or steel. The course also allows employers to tailor a course which suits their particular enterprise.

Entry Requirements

Students must enter a training agreement and be able to demonstrate basic English language, literacy and numeracy skills.

Selection Procedures/Selection Criteria

Selection to this course is via an interview process.

Course Duration

The course consists of core Units of Study totalling 230 hours and elective Units of Study totalling 260 hours.

Course Structure

To receive the qualification Certificate II in Boatbuilding (Traineeship) the participant must enter into a training agreement and successfully complete all the core Units of Study and 260 hours of electives.

Core Units of Study

Unit of Study Code		Hours
NCS001	Workplace Communication	40
NOS119	Work Environment	30
VBG951	Workplace Occupational Health & Safety	40
VBG952	Boatbuilding Terminology	20
VBG954	Hand & Power Tools	40
VBG955	Boatbuilding Drafting	20
VBG959	Craft Construction (General)	20
VBG960	Construction Materials	20

Note: Electives will be selected by the Department in consultation with the trainee and will be dependent on suitable teaching resources.

Electives are selected from the Boatbuilding Module Bank, listed at the end of Certificate III in Boatbuilding (Apprenticeship).

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

Certificate III in Boatbuilding [Apprenticeship]

Course Code: 15564VIC

Campus

Newport.

Career Opportunities

Construction and repair of vessels.

Scope of Delivery

Part-time.

Course Objective

The aim of this course is to provide boatbuilding and shipwright training in the construction and repair of all types of vessels from small pleasure craft and work boats, to large ships. These vessels may be constructed from wood, fibreglass, aluminium or steel. The course also allows employers to tailor a course which suits their particular enterprise.

Entry Requirements

Students must be employed as boatbuilder or shipwright apprentices.

Selection Procedures/Selection Criteria

Selection is conducted by employer.

Course Duration

960 nominal hours, 3 years part time.

Course Structure

In order to receive the qualification Certificate III in Boatbuilding the participant must enter into a training agreement and successfully complete all the core Units of Study totalling 270 hours plus 690 nominal hours of elective Units of Study drawn from the Certificate III in Boatbuilding Module Bank.

Core Units of Study

Unit of Study Code		Hours
NCS001	Workplace Communication	40
NOS119	Work Environment	30
VBG951	Workplace Occupational Health & Safety	40

VBG952	Boatbuilding Terminology	20
VBG953	Boatbuilding Calculations	20
VBG954	Hand & Power Tools	40
VBG955	Boatbuilding Drafting	20
VBG958	Introduction to Static Machines	20
VBG959	Craft Construction (General)	20
VBG960	Construction Materials	20

Boatbuilding Module Bank

Unit of Study Code		Hours
NBB09	Welding & Thermal Cutting	40
VBG956	Craft Development	80
VBG961	Craft Construction–Timber	60
VBG962	Craft Construction–Fibreglass	60
VBG963	Craft Construction–Aluminium	60
VBG964	Craft Construction–Steel	60
VBG966	Small Craft Construction	40
VBG967	Decking	40
VBG968	Boatbuilding Patterns	40
VBG969	Backbone Structures	40
VBG970	Paints, Coatings, Sealants & Adhesives	40
VBG971	Composite Fibres 1	40
VBG972	Composite Fibres 2	40
VBG973	Fitout & Finish	40
VBG974	Boatyard Operations	40
VBG975	Lofing	40
VBG976	Maintenance & Repair Techniques	40
VBG977	First Aid	40
VBG978	Advanced Static Machines	40
VBG979	Installation of Fittings & Engines	40
VBG980	Computers & Technology	20
VBG981	Planking	40
VBG982	Introduction to Fibreglass	40
VBG984	Ribbing & Longitudinal Framing	40
VBG985	Timber Flooring & Seats	40
VBG986	Steambending & Laminating Timber	40
VBG987	Estimating & Costing	40
VBG990	Computer Aided Drafting	40
VBG991	Centreboats, Rudders & Steering Gear	40
VBG992	Round Bilge Lofing	40
VBG993	Fairing Operations	40
VBG994	Breasthooks, Knees, Thwarts, Masts & Spars	40
VBG996	Problem Solving	20
VBG997	Customer Service	20
VBG998	Small Business Management	40
VBH966	Workplace Training	0

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 Units of Study Details section of this Handbook.

Certificate II in Engineering - Production [Boatbuilding Pre-Apprenticeship]

Course Code: MEM20198

Contact the department on 9919 8422 or 9919 8403 for further details on this course

Certificate II in Engineering - Production Technology [Boatbuilding -Traineeship]

Course Code: MEM20298

Contact the department on 9919 8422 or 9919 8403 for further details on this course

Certificate III in Marine Craft Construction [Apprenticeship]

Course Code: MEM30603

Campus

Newport.

Career Opportunities

Construction, repair and maintenance of vessels.

Scope of Delivery

To be advised.

Course Objective

The course is appropriate for a person working as a tradesperson in boat and small marine craft construction, repair and maintenance..

Entry Requirements

Students must be employed as boatbuilder or shipwright apprentices.

Selection Procedures/Selection Criteria

Selection is conducted by employer.

Course Duration

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

Course Structure

Core Units of Study

Unit of Study Code		Hours
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health and safety	
	In a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0
MEM2.1C12A	Apply quality systems	20
MEM2.2C11A	Organise and analyse information	20
MEM2.3C11A	Operate in a work based team environment	20
MEM2.4C11A	Assist in the provision of on the job training	20
MEM2.5C11A	Measure with graduated devices	20
MEM2.6C10A	Plan a complete activity	40
MEM2.7C10A	Perform computations - basic	20
MEM2.8C10A	Perform computations	20
MEM2.9C10A	Perform computer operations	20

Elective Units of Study

Units of Study totaling 760 hours from the following:

Unit of Study Code		Hours
MEM4.18AB	General woodworking machine operations	40
MEM8.14AA	Apply protective coatings (basic)	40
MEM9.21AA	Interpret and produce curved 3-dimensional shapes	40
MEM12.7AA	Mark off/ out structural fabrications and shapes	40
MEM25.2AA	Form and integrate fibre-reinforced structures	40
MEM25.3AA	Set up marine structures	40
MEM25.4AA	Fair and shape surfaces	20
MEM25.5AA	Construct and assemble marine vessel timber components	80
MEM25.7AA	Maintain marine surfaces	40
MEM25.8AA	Repair marine surfaces and structures	40
MEM25.9AA	Form timber using hot processes	20
MEM25.10AA	Perform fitout procedures	40
MEM25.13AA	Produce 3-dimensional plugs/ moulds	120

MEM25.14AA	Perform Marine slipping operations	20
MEM50.3AA	Follow work procedures to maintain marine environment	10
MEM50.4AA	Maintain quality of environment by following marine codes	10
MEM9.1AA	Draw and interpret sketch	20
MEM9.2AA	Interpret technical drawing	40
MEM18.1AB	Use hand tools	20
MEM18.2AA	Use power tools/ hand held operation	20
MEM13.3AA	Work safely with industrial chemicals and materials	20

or equivalent Units of Study from the Metal and Engineering Training Package (MEM98), with the approval of the Head of Department, having regard to the relevant Units of Study detailed in the Metal and Engineering Training Package V4, ANTA, 2003.

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

Certificate II in Joinery/ Shopfitting/ Stairbuilding – Pre-Apprenticeship

Course Code: 21533VIC

Campus

To be advised.

Career Opportunities

Joinery.

Scope of Delivery

This course is offered on a part-time basis.

Course Objective

The course aims to provide students with the underpinning knowledge and skills in the following areas:

- industry terminology
- the characteristics of construction materials and processes
- construction techniques to achieve certain outcomes
- application of a range of construction techniques

Entry Requirements

To qualify for admission to the course, 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

To be advised.

Course Duration

The course may be offered on a full-time basis over 642 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
VBN235	Communications for the building industry	20
VBN236	Quality principles for the building industry	8
VBM987	Career studies	16
VBN111	Basic First Aid	8
VBM985	Building and construction industry induction	16
VBM986	Workplace documents and plans	20
VBM988	Workplace safety and environmental procedures	40
VBM990	Levelling	8
VBN695	Drafting for the joinery/shopfitting/stairbuilding industry	12
VBN696	Small plant and portable power tools for the joinery/shopfitting/stairbuilding industry	48
VBN697	Form setouts and take off quantities in joinery/shopfitting/stairbuilding	32

VBN698	Hand tools for joinery/shopfitting/stairbuilding industry	90
VBN699	Static machines	40
VBN700	Joinery/shopfitting/stairbuilding industry construction work processes	120
VBN701	Door and window construction	40
VBN702	Aluminium fabrication	24
VBN703	Shopfitting display Units of Study	32
VBN704	Timber stair construction	48

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass)

Course Code: BCF30200

Campus

To be advised.

Career Opportunities

Joinery.

Scope of Delivery

This course is offered on a part-time basis.

Course Objective

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

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the Joinery trade.

Selection Procedures/Selection Criteria

Selection is conducted by employer.

Course Duration

The course may be offered on a full-time basis over three years (960 nominal hours) or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
BCF2001A	Use static machines	32
BCF2010A	Maintain inventory and control stock	8
BCF2011A	Use computers	24
BCF2012A	Package manufactured products for transport	10
BCF2013A	Assemble components	32
BCF2014A	Manually cut glass to simple shapes	4
BCF2016A	Prepare for off-site manufacturing process	32
BCF2018A	Apply and install sealant and sealant devices	16
BCF3000A	Maintain static machinery	12
BCF3001A	Set up static machinery	12
BCF3008A	Identify window and door construction	8
BCF3009A	Setting out of windows and doors	8
BCF3010A	Manufacture components for door and window frames, doors and sashes	40
BCF3011A	Assemble (door/windows)	16
BCF3024A	Install internal lining	40
BCF3036A	Shift materials manually	12
BCF3037A	Set out and level	8
BCF3038A	Apply and trim decorative finishes	40
BCF3041A	Cut and install glass	16
BCF3042A	Mark off/out	20
BCF3045A	Manufacture joinery unit components	40
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan and organise work	20

BCG1003A	Read and interpret plans	36	VBM991	Safe handling of power tools	16
BCG1004A	Carry out measurements and calculations	20	VBM992	Introduction to scaffolding	24
BCG1005A	Use hand and power tools	80	<i>Specialist Stream Modules</i>		
BCG1006A	Use small plant and equipment	16	Bricklaying Stream		
BCG1008A	Use simple levelling devices	8	Students must complete the following 7 Units of Study (436 nominal hours)		
BCG1011A	Handle construction materials and safely dispose of waste	16	Nominal Hours		
BCG2000A	Assemble simple partition frames	32	VBM993	Bricklaying hand tools	20
BCG2001A	Prepare surfaces	32	VBM994	Bricklaying set out, base and veneer construction	100
BCG2004A	Carry out levelling	16	VBM995	Masonry blockwork	50
BCG2010A	Remove/replace door and window furniture	4	VBM996	Bricklaying cavity, piers and wall construction	100
BCG2012A	Make set-outs	8	VBM997	Concrete technology	20
MEM2.5C11A	Measure with graduated devices	20	VBM998	Multithickness walls and obtuse angles construction	60
<i>Elective Units of Study</i>			VBN097	Bricklaying basic skills	86

Students must complete 4–8 elective Units of Study selected with the approval of the Head of Department, having regard to the Units of Study listed in the relevant Australian National Training Authority Training Package.

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

Certificate II in Building and Construction [Bricklaying –Pre-Apprenticeship]

Course Code: 21393VIC

Campus

Newport.

Career Opportunities

Building Construction worker, bricklayer.

Scope of Delivery

Full time.

Course Objective

The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Bricklaying sector of the Building and Construction industry.

Entry Requirements

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

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

Applicants will be required to undertake an interview process in relation to selection.

Course Duration

The course may be offered on a full-time basis over 640–642 nominal hours or part-time equivalent.

Course Structure

Core Units of Study (204 nominal hours)

Unit of Study Code		Hours
ABC504	Calculations	20
ABC505	Communications	20
ABC548	Quality principles	8
VBH722	Career studies	16
VBJ037	Basic First Aid	8
VBM985	Building and construction industry induction	16
VBM986	Workplace documents and plans	20
VBM988	Workplace safety	40
VBM989	Building structures	8
VBM990	Levelling	8

Certificate III in General Construction (Bricklaying/Blocklaying) [Apprenticeship]

Course Code: BCG30698

Campus

Newport.

Career Opportunities

Bricklayer.

Scope of Delivery

Part-time, block release.

Course Objective

This course aims to provide Apprentices with training in both the housing and industrial areas of the Bricklaying trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally use on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, generators, etc.

Entry Requirements

To qualify for admission to this course, students must be employed as Apprentices in the Bricklaying trade.

Selection Procedure/Selection Criteria

Students are enrolled as apprentices or trainees and must be employed under the Apprenticeship Training Scheme.

Course Duration

This course may be offered on part time block basis of 960 hours over three years.

Course Structure

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

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

Core Units of Study

Unit of Study Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan and Organise Work	20
BCG1003A	Read and Interpret Plans	36
BCG1004A	Carry out Measurements and Calculations	20
BCG1005A	Use Hand and Power Tools	80
BCG1006A	Use Small Plant and Equipment	16
BCG1007A	Erect and Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1010A	Carry out Concreting to Simple Forms	40
BCG1011A	Handle Construction Materials and Safely Dispose of Waste	16

BCG1015A	Prepare for Construction Process (Brick/Block Laying)	40
BCG2001A	Prepare Surfaces	32
BCG2003A	Carry out General Demolition	32
BCG2004A	Carry out Levelling	16
BCG2007A	Operate Elevated Work Platforms (EWP)	20
BCG2008A	Use Explosive Power Tools (EPT)	16
BCG3011A	Carryout Basic Setting Out	12
BCG3021A	Install Door Frames	8
BCG3107A	Carry out Veneer Construction	60
BCG3108A	Carry out Solid Brick Construction	60
BCG3109A	Construction Masonry Steps and Stairs	36
BCG3110A	Lay Bricks and Blocks (Wall and Corner)	76
BCG3111A	Lay Multi Thickness Walls and Piers	40
BCG3112A	Construct Masonry Arch – Semi Circular and Segmental	56
BCG3113A	Construct Curved Wall	16
BCG3114A	Construct Masonry Blockwork	32
Elective Units of Study		
Unit of Study Code		Hours
BCG3048A	Install Glass Blockwork	24
BCG3067A	Construct Corbels and Decorative Brickwork	40
BCG3068A	Construct Battered Masonry Surfaces	32
BCG3069A	Construct Fire Place and Chimney	48
BCG3115A	Lay Segmental/Unit Paving	24

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

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

Certificate II in Building and Construction [Carpentry – Pre-Apprenticeship]

Course Code: 21393VIC

Campus

Newport.

Career Opportunities

Carpenter.

Scope of Delivery

Full time.

Course Objective

The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Carpentry sector of the Building and Construction industry.

Entry Requirements

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

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

Applicants will be required to undertake an interview process in relation to selection.

Course Duration

The course may be offered on a full-time basis over 640–642 nominal hours or part-time equivalent.

Course Structure

Core Units of Study/Modules (204 nominal hours)

Unit of Study Code		Hours
ABC504	Calculations	20
ABC505	Communications	20
ABC548	Quality principles	8
VBH722	Career studies	16
VBJ037	Basic First Aid	8
VBM985	Building and construction industry induction	16
VBM986	Workplace documents and plans	20
VBM988	Workplace safety	40
VBM989	Building structures	8
VBM990	Levelling	8
VBM991	Safe handling of power tools	16
VBM992	Introduction to scaffolding	24

Specialist Stream Modules

Students must complete the following 12 Units of Study (438 nominal hours)

Unit of Study Code		Hours
VBM999	Carpentry hand tools	80
VBN001	Carpentry power tools	64
VBN002	Excavation and installing supports less than 1.5m depth	12
VBN003	Floor and wall framing	74
VBN004	Roof framing	40
VBN005	Installation of windows and door frames	24
VBN006	Interior fixing	40
VBN007	Basic setting out	16
VBN008	Form work for concreting	40
VBN009	External cladding	24
VBN010	Introduction of explosive power tools	8
VBN034	OH&S aspects of demolition	16

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Carpentry and Joinery (Joinery/Stairbuilding/Shopfitting)

Course Code: 20083VIC

Campus

Newport.

Career Opportunities

Carpenter.

Scope of Delivery

Full time.

Course Objective

The course provides students with basic hand tool and site skills and a useable building vocabulary necessary in the industry in which he/she works. It also provides students with knowledge and skills in the safe usage and maintenance of static woodworking machines and portable power tools.

Entry Requirements

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

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

Applicants will be required to undertake an interview process in relation to selection.

Course Duration

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

Course Structure

Core Units of Study

Unit of Study Code	Hours	
VAG349	Trade orientation	4
VAE039	Measuring & marking	12
VAF534	Sawing	12
VAB082	Chiselling	10
VAE749	Planing	10
VAA757	Boring & drilling	12
VAC415	Fastening & jointing	12
VAB945	Drafting 1	4
VAE350	Occupational health & safety 1	4
VAA467	Assessment unit/tool box	40
VAD605	Joinery frames	18
VAB930	Door frames 1	6
VAB970	Drawers	7
VAE553	Panelling	6
VAE167	Mitre & scribe mouldings	6
VAF877	Stair construction	12
VAF737	Site setting out	6
VAD737	Levelling & plumbing	7
VAB948	Drafting 2	3
VAE358	Occupational health & safety 2	3
VAA461	Assessment unit/saw tool	6
VAG618	Wall frame set out	4
VAG619	Wall framing	16
VAC304	Erect wall frames	6
VAB931	Door frames 2	6
VAF633	Servery window	6
VAA283	Aluminium window frame	8
VAB018	Ceiling/floor frame	4
VAD762	Linings & top decking	12
VAC286	Entrance door	12
VAF632	Servery shelf	8
VAC505	Finishing	16
VAA046	Access ladder	16
VAB952	Drafting 3	3
VAE365	Occupational health & safety 3	3
VAG622	Wardrobe/cupboard	40
VAA570	Base cupboard	20
VAA280	Aluminium fly screen	4
VAA466	Assessment unit/step ladder	16
VAF884	Static woodworking machines	40
VAE869	Portable power tools	30
VAE872	Portable power tools – pneumatic	8
VAE370	Occupational health & safety 4	2
VAD798	Louvre window	10
VAA016	3 draw unit	30
VAC616	Flywire door	20
VAB004	Casement window	20
VAA662	Basic stair	40
VAA279	Aluminium fabrication	21
VAA017	3 light door	12
VAA462	Assessment unit/aluminium fabrication	7

Elective Units of Study

Elective Units of Study, together totaling a minimum of 320 nominal hours, selected by the student with the approval of the Head of Department, from the following:

Unit of Study Code	Hours	
VAE717	Picket gate	8
VAB939	Double hung window	28
VAA673	Bay window	32
VAA761	Box frame window	32
VAB665	Curved window	32
VAG696	Window stair	40
VAC829	Geometric stair	40
VAB904	Display case timber	40

VAF704	Showcases	40
VAA281	Aluminium shop front – straight	32
VAA107	Advanced aluminium shop front	40
VAC714	Full height demountable partition	4
VAC897	Half glass demountable partition	4
VAC715	Full height single panel partition	12
VAC898	Half glass partitioning	20
VAA278	Aluminium door & frame	32
VAG285	Timer door & frame	40
VAB932	Door hanging methods	8
VAC680	Free standing unit	40
VAG621	Wall unit	40
VAG660	Welding	8
VAC832	Glass handling/measuring & cutting	8
VAA781	Bricklaying	24
VAH253	Portable power tools – explosive	8

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) [Apprenticeship]

Course Code: BCG30798

Campus

Newport.

Career Opportunities

Carpenters.

Scope of Delivery

Part-time, block release.

Course Objective

This course aims to provide Apprentices with training in both the housing and industrial areas of the Carpentry trade. During the course, Apprentices will also acquire the skills necessary for the safe use and maintenance of a wide range of tools and equipment generally use on-the-job such as power tools, automatic and laser levels, nailing guns, compressors, generators, etc.

Entry Requirements

To qualify for admission to this course, student must be employed as Apprentices in the Carpentry trade.

Selection Procedures/Selection Criteria

Students are enrolled as apprentices or trainees and must be employed under the Apprenticeship Training Scheme.

Course Duration

This course may be offered on part time block basis of 960 hours over three years.

Course Structure

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

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

Core Units of Study

Unit of Study Code	Hours	
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan and Organise Work	20
BCG1003A	Read and Interpret Plans	36
BCG1004A	Carry out Measurements and Calculations	20
BCG1005A	Use Hand and Power Tools	80

BCG1006A	Use Small Plant and Equipment	16
BCG1007A	Erect & Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1009A	Carry out Excavation and Install Support	16
BCG1010A	Carry out Concreting to Simple Forms	40
BCG1011A	Handle Construction Materials and Safely Dispose of Waste	16
BCG1016A	Prepare for Construction Process (Carpentry)	40
BCG2001A	Prepare Surfaces	32
BCG2003A	Carry out General Demolition	32
BCG2004A	Carry out Levelling	16
BCG2005A	Erect and Strip Formwork for Concrete Work	24
BCG2007A	Operate Elevated Work Platforms (EWP)	20
BCG2008A	Use Explosive Power Tools (EPT)	16
BCG2010A	Remove/Replace Door and Window Furniture	4
BCG3009A	Construct and Install Non-load Bearing Internal Partition Wall	16
BCG3010A	Install Windows to Wall Framing	12
BCG3011A	Carryout Basic Setting Out	12
BCG3012A	Construct and Erect Timber Wall Framing	60
BCG3014A	Erect Timber Pitched Roof Framing	24
BCG3016A	Install Sub Floor Framing	8
BCG3017A	Install Timber and Sheet Flooring	8
BCG3021A	Install Door Frames	8
BCG3022A	Finish Eaves	12
BCG3023A	Install Exterior Cladding	36
BCG3024A	Construct Timber External Stairs	36
BCG3025A	Install External or Internal Doors	40
BCG3027A	Construct Wet Area Construction/Installation	24
BCG3029A	Fix Timber Mouldings	16
BCG3031A	Erect Door Jamb/Frame (Built-in-unit)	6
BCG3120A	Fix Linings and Panelling	24

Elective Units of Study

Unit of Study Code		Hours
BCG3015A	Erect Timber Roof Trusses	32
BCG3018A	Erect Steel Roof Trusses	24
BCG3019A	Construct and Erect Steel Wall Framing	40
BCG3020A	Construct Timber Roof Structures—Irregular Roofs	40
BCG3026A	Install Fitments	16
BCG3032A	Fix Timber Raking Moulds	20
BCG3033A	Restore/Renovate Windows and Frames	60
BCG3034A	Erect/Dismantle Formwork	50
BCG3035A	Erect Dismantle Jump Form Formwork	80
BCG3047A	Erect Ceiling Framing (Pitched Roof)	32
BCG3122A	Erect/Dismantle Slip Form Formwork	80

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

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

Certificate II in Furniture Making

Course Code: LMF20302

Campus

Newport.

Career Opportunities

Furniture making.

Scope of Delivery

Full-time or part-time delivery.

Course Objectives

The course aims to provide the primary skills and knowledge required of those seeking employment in furniture making.

Entry Requirements

To qualify for admission to the course, applicants must 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.

Course Duration

The course may be offered on a full-time basis over a minimum of 291 nominal hours or part-time equivalent.

Selection Procedures/Selection Criteria

Direct entrants will be required to undertake an interview process in relation to selection.

Course Structure

Core Units of Study

Unit of Study Code		Hours
LMFCR0001A	Follow safe working policies and practices	40
LMFCR0002A	Communicate in the workplace	20
LMFCR0003A	Carry out measurements and calculations	20
LMFCR0004A	Work effectively with others	15
LMFFF2004A	Prepare surfaces for finishing	24
LMFFM2001A	Use furniture making sector hand and power tools	40
LMFFM2002A	Assemble furnishing components	20
LMFFM2004A	Apply sheet laminates by hand	24
LMFFM2006A	Hand make timber joints	40
LMFFM2010A	Set up, operate and maintain basic static machines	56
LMFFM2011A	Apply manufactured board conversion techniques	16

Elective Units of Study

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

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Furniture Making

Course Code: LMF30302

Campus

Newport.

Career Opportunities

Furniture Making

Scope of Delivery

Full-time or part-time delivery.

Course Objective

The course aims to provide the knowledge and skills required for those wishing to specialise in furniture making.

Entry Requirements

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

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

Selection Procedures

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Course Duration

The course may be offered on a full-time basis over 530 nominal hours or part-time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code	Hours
LMFCR0001A Follow safe working policies and practices.	40
LMFCR0002A Communicate in the workplace	20
LMFCR0003A Carry out measurements and calculations	20
LMFCR0004A Work effectively with others	15
LMFFF2004A Prepare surfaces for finishing	24
LMFFM2001A Use furniture making sector hand power tools	40
LMFFM2002A Assemble furnishing components	20
LMFFM2004A Apply sheet laminates by hand	24
LMFFM2006A Hand make timber joints	40
LMFFM2010A Set up, operate and maintain basic static machines	56
LMFFM2011A Apply manufactured board conversion techniques	16
LMFFM3011A Produce manual and computer-Aided production drawings	60
LMFGN3001A Read and interpret work documents	24
LMFGN3002A Estimate and cost job	16
TDTD397B Handle dangerous and hazardous goods	40

Elective Units of Study

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

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

LMFFM2002A Assemble furnishing components	20
LMFFM2003A Select and apply hardware	16
LMFFM2004A Apply sheet laminates by hand	24
LMFFM2005A Join solid timber	8
LMFFM2006A Hand make timber joints	40
LMFFM2010A Set up, operate and maintain basic static machines	56
LMFFM2011A Apply manufactured board conversion techniques	16
LMFFM2011A Prepare surfaces for finishing	24
LMFFM3002A Construct furniture using leg and rail method	64
LMFFM3003A Produce angled and curved furniture using manufactured board	64
LMFFM3005A Fabricate custom furniture	64
LMFFM3006A Install furnishing products	24
LMFFM3011A Produce manual and computer-aided production drawings	60
LMFFM3012A Prepare cutting list from plans and job specification	16
LMFGN3001A Read and interpret work documents	24
LMFGN3002A Estimate and cost job	16
TDTD397B Handle dangerous and hazardous goods	40

Elective Units of Study

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

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Furniture Making (Cabinet Making)

Course Code: LMF30402

Campus

Newport.

Career Opportunities

Cabinet Making

Scope of Delivery

Full-time or part-time delivery.

Course Objective

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

Entry Requirements

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

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

Selection Procedures

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Course Duration

The course may be offered on a full-time basis over 711 nominal hours or part-time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code	Hours
LMFCR0001A Follow safe working policies and practices	40
LMFCR0002A Communicate in the workplace	20
LMFCR0003A Carry out measurements and calculations	20
LMFCR0004A Work effectively with others	15
LMFFF2004A Prepare surfaces for finishing	24
LMFFM2001A Use furniture making sector hand and power tools	40

Certificate III in Furniture Making (Wood Machining)

Course Code: LMF30502

Campus

Newport.

Career Opportunities

Wood Machinists

Scope of Delivery

Full-time or part-time delivery.

Course Objective

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

Entry Requirements

To qualify for admission to the course, 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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Course Duration

The course may be offered on a full-time basis over 727 nominal hours or part-time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code	Hours
LMFCR0001A Follow safe working policies and practices	40
LMFCR0002A Communicate in the workplace	20
LMFCR0003A Carry out measurements and calculations	20
LMFCR0004A Work effectively with others	15
LMFFF2004A Prepare surfaces for finishing	24
LMFFM2001A Use furniture making sector hand and power tools	40

LMFFM2002A Assemble furnishing components	20
LMFFM2003A Select and apply hardware	16
LMFFM2004A Apply sheet laminates by hand	24
LMFFM2006A Hand make timber joints	40
LMFFM2010A Set up, operate and maintain basic static machines	56
LMFFM2011A Apply manufactured board conversion techniques	16
LMFFM2011A Prepare surfaces for finishing	24
LMFFM3011A Produce manual and computer-aided production drawings	60
LMFFM3012A Prepare cutting list from plans and job specification	16
LMFFM3020A Set up, operate and maintain planing and finishing machines	40
LMFFM3025A Set up, operate and maintain routing and shaping machines	60
LMFFM3033A Construct jigs and fixtures	40
LMFNG3002AEstimate and cost job	16
LMFNG3033AConstruct jigs and fixtures	40
TDTD397B Handle dangerous and hazardous goods	40

Elective Units of Study

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

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate IV in Applied Design (Furniture)

Course Code: 21528VIC

Campus

Newport.

Career Opportunities

Furniture Design

Scope of Delivery

Full-time or part-time delivery.

Course Objective

The course aims to provide employees in the metal fabrication and furniture industry with complementary trades skills and knowledge which will enable them to pursue design interests as an integral part of their current employment.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that To qualify for admission to the course applicants must hold the competencies contained in a trade qualification relevant to the metal fabrication and furniture industry areas.

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

Selection Procedures/Selection Criteria

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme. Selection is conducted by the employer.

Course Duration

The course may be offered on a full-time basis over 358 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
VBN517	60
VBN518	60

Elective Units of Study

Seven elective Units of Study, selected by the student with the approval of the Head of Department, comprising:

(i) Two Units of Study selected from the following –

Unit of Study Code	Hours
LMFDN4001AProduce drawings from design concepts	36
LMFDN4002AProduce line and component production drawings	64
LMFDN5001AGenerate and transfer complex computer-aided drawings and specifications	72
MEM9.1AA Draw and interpret sketch	20
MEM9.2AA Interpret technical drawing	40
MEM9.11AA Apply basic engineering design concepts	60

(ii) Two Units of Study selected from the following:

Unit of Study Code	Nominal Hours
BSBFLM405A implement operational plan	50
BSBFLM409A Implement continuous improvement	50
BSBFLM510A Facilitate and capitalise on change and innovation	50
BSBMKG406ABuild client relationships	50
BSBMKG407AMake a presentation	30
BSBSBM403A Promote the business	50
LMFDN4005AWork within a furniture design team	54
LMFFT4010A Identify and calculate production costs	36

(iii) Three Units of Study selected from the following list of Units of Study, of which one unit may be selected from any other relevant endorsed training package or accredited course at Australian Qualifications Framework level III, IV or V.

Unit of Study Code	Nominal Hours
LMFDN4003A Produce patterns and/or templates	36
LMFDN4004**Design, construct and test jigs	80
LMFFM2001A Use furniture making sector hand and power tools	40
LMFFM2006A Hand make timber joints	40
MEM5.5AA* Carry out mechanical cutting	20
MEM5.50AA* Perform routine gas metal arc welding	20
MEM5.12AB* Perform routine metal arc welding	20
MEM18.1AB* Use hand tools	20
MEM18.2A* Use power tools/handheld operations	20

*These Units of Study are to be counted as equivalent to half a unit

**This unit to be counted as equivalent to two Units of Study

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Diploma of Building

incorporating

Certificate IV in Building

Course Code: SA3475 Diploma

Course Code: SA3477 Certificate IV

Campus

Newport.

Career Opportunities

Architectural technician, building designer, builder, building works supervisor, estimator, contract administrator.

Scope of Delivery

Full-time/part-time.

Course Objectives

This course provides students with building theory and practice related to residential, industrial and commercial buildings.

Graduates will have acquired specialist skills and knowledge in quantity surveying, tendering, planning and scheduling, construction technology and management, construction detailing, personal management, contract administration, cost control and quality management. Relevant occupations include Building Works Supervisor, Estimator, Contract Administrator and Builder.

Entry Requirements

To qualify for admission to this course applicants are required to have:

- successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course; or
- Possess relevant experience and maturity necessary to succeed in the course.

Selection Procedures/Selection Criteria

Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration

This course is offered on a full-time and part-time basis. The Certificate IV is designed to be completed in one (1) year of full-time study or part-time equivalent. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study, (approximately 5 years [10 semesters] of part-time study). Total course hours is 1449.

Course Structure

The course has core modules and a practical component. The course structure is specified below.

Full Time Students

Year 1

Unit of Study Code		Hours
ABC001	Construction 1	54
ABC002	Construction 2	54
ABC005	Materials 1	36
ABC061	Builders' Working Drawings 1A	36
ABC062	Builders' Working Drawings 1B	36
ABC064	Building Computing Applications 1	36
ABC069	Cost Control and Planning 1	36
ABC076	Building Quantities and Estimating 1	54
ABC077	Building Quantities and Estimating 2	54
ABC082	Building Site Supervision	36
ABC083	Building Site Surveying and Set Out 1	54
ABC088	Building Technology 1	36
ABC091	Business Management for Builders 1	36
ABC092	Business Management for Builders 2	36
ABC102	Residential Site Safety	36
ABC105	Timber Framing Design	36
ABC115	Building Studio 1	50
ABC116	Building Studio 2	50
ABC073	Building Practical Experience	25 Days

Elective Modules

Students must complete one of the following modules:

ABC086	Structure 1	36
ABC120	Applied Mathematics for Building	40

Exit Level for Certificate IV in Building (SA3477)

Students who have successfully passed Year 1, Certificate IV in Building (SA3477) may continue on their study in Year 2 for the Diploma of Building.

Year 2

ABC003	Construction 3	36
ABC004	Construction 4	36
ABC006	Materials 2	36
ABC007	Services 1	36
ABC059	Building Quality Concepts 1	36
ABC063	Builders' Working Drawings 2	36
ABC067	Building Contract Law 1	36
ABC070	Cost Control and Planning 2	36
ABC074	Building Drafting Experience 2	75 Days
ABC078	Building Quantities and Estimating 3	36
ABC079	Building Quantities and Estimating 4	36
ABC084	Building Site Surveying and Set Out 2	36
ABC085	Building Staff Management	36
ABC087	Structures 2	36
ABC089	Building Technology 2	36
ABC095	Construction Planning 1	36
ABC096	Construction Safety	36

ABC107	Building Computing Applications 2	36
ABC117	Building Studio 3	50
ABC128	Building Studio 4	50
ABC129	Building Studio 5	50

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

Diploma of Building Design and Technology

incorporating

Certificate IV in Residential Drafting

Course Code: 40356SA

Course Code: 40357SA

Campus

Newport.

Career Opportunities

Architectural technician, Building designer.

Course Objective

This course aims to provide paraprofessional technicians with the skills to assist the current and near future needs of architects, Building Contractors and Building Designers in preparing documentation for residential and commercial building projects.

Entry Requirements

To qualify for admission to the course, applicants must have:

- completed Year 10 and have 3 years relevant work experience in the building or services industry; or
- have completed the VET Certificate I in Building Studies; or
- have completed the Introductory Vocational Education Certificate; and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

VTAC/Direct applicants are selected via an interview process.

Course Duration

The course may be offered on a full-time basis over 1580 nominal hours or part-time equivalent.

Course Structure

Core Units of Study (1470 nominal hours)	Nominal Hours
LCTA Apply drafting office administration processes	50
LCTB Apply principles of construction technology to private residential dwellings	120
LCTC Carry out a site survey of an existing building	40
LCTD Create technically projected presentation views of architectural design concepts	40
LC TE Evaluate materials for construction of residential dwellings	40
LCTF Produce 2D architectural drawings using CAD software	100
LCTG Produce drawing documentation for private residential buildings	40
LCTH Produce working drawings for a single storey private Residence	90
LCTK Produce working drawings for a single storey Private residence	90
LCTL Provide design solutions for private residential dwellings	40
LCTM Provide design solutions for small residential living Units of Study	40
LCTN Using sketching presentation techniques to	

LCWN*	communicate design concepts	40
	Apply principles of timber framing design to one or two storey buildings	50
LCTP	Apply drafting office project administration processes	40
LCTR	Apply principles of construction technology to type 'B' and 'C' commercial buildings	120
LCTS	Apply principles of environmental sustainability to building design	40
LCTT	Determine required services, layout and connection methods to commercial buildings	40
LCTW	Evaluate materials for construction of commercial buildings	40
LCTX	Produce 3D architectural drawings using CAD software	50
LCTY	Produce commercial working drawings for type 'B' building projects	90
LCTZ	Produce commercial working drawings for type 'C' building projects	90
LCWA	Produce digital renderings of architectural 3D CAD drawings	50
LCWB	Produce drawing documentation for a commercial building	50
LCWC	Provide design solutions for type 'C' buildings	40
LCWD	Provide design solutions for type 'B' buildings	40
LCWN	Apply principles of timber framing design to one or two storey buildings	50

*This module is required by the Building Practitioners Board for registration as a Draftsperson.

Elective Units of Study

Units of Study together totalling three, selected by the student with the approval of the Head of Department, having regard to the relevant Units of Study detailed in the Residential Drafting Curriculum, Department of Education, Training and Employment (SA), 2002.

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

Diploma of the Built Environment

Course Code: SA3472

Campus

Newport.

Career Opportunities

Architectural drafter, building works supervisor, estimator and administrator.

Scope of Delivery

This course is offered on a part-time basis.

Course Objectives

This course provides students with building theory, drafting and practice related to residential, industrial and commercial buildings.

Graduates will have acquired skills and knowledge in design, problem solving, presentation sketches, construction technology, working drawings, CAD, standard specifications, quantity take-off, estimating, scheduling, site supervision and business management. Relevant occupations include Architectural Drafter, Building Works Supervisor, Estimator and Administrator.

Entry Requirements

To qualify for admission to this course applicants are required to have:

- successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course; or
- possess relevant experience and maturity necessary to succeed in the course.

Selection Procedures/Selection Criteria

Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration

This course is offered on a full-time and part-time basis. The course is designed to be completed in two (2) years of full-time or five years (10 semesters) of part-time study. Total course hours is 1413.

Course Structure

The course has core modules and a practical component. The course structure is specified below:

Full Time Students

Year 1

Unit of Study Code		Hours
ABC001	Construction 1	54
ABC002	Construction 2	54
ABC005	Materials 1	36
ABC009	Computer Aided Drafting 1	36
ABC041	Presentation Drawings 1	36
ABC042	Presentation Drawings 2	36
ABC047	Surveying and Measured Drawings 1	18
ABC049	Drafting Technology 1	18
ABC050	Drafting Technology 2	18
ABC055	Working Drawings 1	72
ABC056	Working Drawings 2	72
ABC064	Building Computing Applications 1	36
ABC076	Building Quantities and Estimating 1	54
ABC086	Structures 1	36
ABC105	Timber Framing Design	36
ABC112	Drafting Studio 1	50
<i>or</i>		
ABC115	Building Studio 1	50
ABC113	Drafting Studios 2	50
<i>or</i>		
ABC116	Building Studios 2	50

Year 2 – Semester 1

ABC003	Construction 3	54
ABC004	Construction 4	54
ABC006	Materials 2	36
ABC007	Services 1	36
ABC010	Computer Aided Drafting 2	36
ABC011	Computer Aided Drafting 3	36
ABC012	Computer Aided Drafting 4	36
ABC020	Design 1	36
ABC021	Design 2	36
ABC051	Drafting Technology 3	18
ABC052	Drafting Technology 4	18
ABC059	Building Quality Concepts 1	36
ABC062	Building Working Drawings 1B	36
ABC077	Building Quantities and Estimating 2	54
ABC082	Building Site Supervision	36
ABC087	Structures 2	36
ABC091	Business Management for Building Industry 1	36
ABC092	Business Management for Building Industry 2	36
ABC095	Construction Planning 1	36
ABC114	Drafting Studios 3	50
<i>or</i>		
ABC117	Building Studios 3	50
ABC125	Drafting Studio 4	50

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

Advanced Diploma of Building Surveying

Course Code: BCG60103

Campus

Newport.

Career Opportunities

Building surveying assistant.

Scope of Delivery

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

Course Objective

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

Entry Requirements

To qualify for admission to the course, applicants must have completed BCG50103 the Diploma of Building Surveying. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria

Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration

The course is offered on a full time basis over 1004 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
BCGSV6001A Assess the construction of buildings up to 3 storeys	72
BCGSV6002A Produce working drawings for buildings up to 3 storeys	40
BCGSV6003A Assess construction faults in buildings up to 3 storeys	40
BCGSV6004A Apply footings and geomechanical design principles to buildings up to 3 storeys	40
BCGSV6005A Evaluate services layout and connection methods for residential and commercial buildings up to 3 storeys	40
BCGSV6006A Evaluate the use of concrete for residential and commercial buildings up to 3 storeys	40
BCGSV6007A Assess structural requirements for buildings up to 3 storeys	40
BCGSV6008A Apply building codes and standards to buildings up to 3 storeys	72
BCGSV6009A Implement performance based codes and risk management principles for buildings up to 3 storeys	72
BCGSV6010A Apply fire technology to buildings up to 3 storeys	40
BCGSV6011A Apply legal procedures to building surveying	40
BCGSV6012A Facilitate community development consultation	40
BCGSV6013A Co-ordinate asset refurbishment	72
BCGSV6014A Manage and plan land use	40
BCGSV6015A Analyse and present building surveying research information	90
BCGSV6016A Apply building surveying procedures to buildings up to 3 storeys	90

Elective Units of Study

Unit of Study Code	Hours
BSX154L606 Manage human resources	40
LGAPLEM502A Apply ecologically sustainable development principles to the built environment	60
LMFFT4010A Identify and calculate production costs	36

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook..

Diploma of Building Surveying

Course Code: BCG50103

Campus

Newport.

Career Opportunities

Building surveying assistant.

Scope of Delivery

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

Course Objective

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

Entry Requirements

To qualify for admission to this course applicants are required to:

- have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course; or
- possess relevant experience and maturity necessary to succeed in the course.

Selection Procedures/Selection Criteria

Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration

The course is offered on a full time basis. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study. Total course hours are 1136.

Course Structure

Core Units of Study

Unit of Study Code	Hours
BCGSV5001A Assess the construction of domestic scale buildings	100
BCGSV5002A Evaluate materials for construction of domestic scale buildings	72
BCGSV5003A Produce working drawings for residential buildings	90
BCGSV5004A Apply legislation to urban development and building controls	36
BCGSV5005A Apply footing and geomechanical design principles for domestic scale buildings	36
BCGSV5006A Assess construction faults in residential buildings	36
BCGSV5007A Undertake site surveys and set out procedures to building projects	72
BCGSV5008A Apply building control legislation to building surveying	36
BCGSV5009A Assess the impact of fire on building materials	36
BCGSV5010A Interact with clients in a regulated environment	36
BCGSV5011A Apply building codes and standards to residential buildings	36
BCGSV5012A Assess timber framed designs for one and two storey buildings	36
BCGSV5013A Apply principles of energy efficient design to buildings	36

BCGSV5014A Apply building surveying procedures to residential buildings	36
BCGSV5015A Assess structural requirements for domestic scale buildings	72
<i>Elective Units of Study</i>	
Unit of Study Code	Hours
BSBADM506A Manage business document design and development	60
BSBCMN406A Maintain business technology	40
CHCCOM3A Utilise specialist communication skills	50
CHCCOM4A Develop, implement and promote effective communication techniques	75
ICAITU128A Operate a personal computer	30
ICAITU129A Operate a word processing application	30
ICAITU130A Operate a spreadsheet application	30
ICAITU131A Operate a database application	30
ICAITU133A Send and retrieve information over the internet using browsers and email	25

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

<i>Core Modules</i>		Hours
Unit of Study Code		
ABC001	Construction 1	36
ABC002	Construction 2	36
ABC006	Materials 2	36
ABC007	Services 1	36
ABC059	Building Quality Concepts 1	36
ABC063	Builders' Working Drawings 2	36
ABC084	Building Site Surveying and Set Out 2	36
ABC085	Building Staff Management	36
ABC087	Structures 2	36
ABC089	Building Technology 2	36
ABC096	Construction Safety	36
ABC107	Building Computing Applications 2	36
ABC301	Development Control 1	36
ABC303	Building Surveying Procedures 1	36
ABC305	Building Surveying Practice 1	36
ABC307	BCA & Standards 1	36
ABC309	Geomechanic & Footings 1	36
ABC311	Fire Technology 1	36
ABC312	Surveying Practical Experience 1/2	75 Days
ABC314	Legal Practices 1	50
ABC315	Legal Practices 2	50
ABC316	Communication (Building Surveying)	80
ABC317	Community Studies	40
ABC318	Mathematics (Building Surveying)	50
ABC319	Environmental Awareness	40
ABC320	Occupational Health And Safety	50
ABC321	Sociology	50
ABC322	Psychology	30
ABC323	Management 1	50
ABC325	Quality Service	40
ABC326	Land Use Planning and Management	60
ABC327	Building Fire Science	36

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

Diploma of Building Surveying

Course Code: SA3473

Campus

Newport.

Career Opportunities

Building surveying assistant.

Scope of Delivery

Continuing students only. This course is offered on a full-time basis.

Course Objective

This course provides students with building theory and surveying related to residential, industrial and commercial building. Graduates will have developed specialist skills and knowledge in plan interpretation, drafting, quantities take-off estimating, scheduling, construction technology, OH&S, site supervision, surveying, cost control, business management, development control, surveying procedures and practice.

Entry Requirements

To qualify for admission to this course applicants are required to:

- have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course; or
- possess relevant experience and maturity necessary to succeed in the course.

Selection Procedures/Selection Criteria

Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration

The course is offered on a full time basis. The Certificate IV is designed to be completed in 1 year of full-time study or part-time equivalent. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study. Total course hours are 1530.

Course Structure

The course has core modules and practical component. The course structure is specified below:

[Stage 1 of this course is the Certificate IV in Building (SA3477)]
Stage 2

Diploma of Building Design and Drafting

Course Code: SA3474

Campus

Newport.

Career Opportunities

Architectural technician and building designer.

Scope of Delivery

Continuing students only. Full-time/part-time.

Career Opportunities

Architectural technician and building designer.

Course Objectives

This course provides students with building theory and drafting related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in design, problem solving, construction technology, full project documentation, CAD, project administration and office practice - including quality assurance. Relevant occupations include Architectural Technician and Building Designer.

Entry Requirements

To qualify for admission to this course applicants are required to have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course, *or*

Possess relevant experience and maturity necessary to succeed in the course.

Selection Procedures/Selection Criteria

Direct entrants will be required to undertake an interview process in relation to selection.

Course Duration

This course is offered on a full-time and part-time basis. The Certificate IV is designed to be completed in one (1) year of full-time study or part-time equivalent. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study, (approximately 5 years [10 semesters] of part-time study). Total course hours 1377.

Course Structure

This course comprises core compulsory modules and elective modules

Year**Semester 1**

Unit of Study Code		Hours
ABC001	Construction 1	54
ABC002	Construction 2	54
ABC005	Materials 1	36
ABC009	Computer Aided Drafting 1	36
ABC010	Computer Aided Drafting 2	36
ABC020	Design 1	36
ABC021	Design 2	36
ABC036	Drawing Office Practice 1	36
ABC041	Presentation Drawings 1	36
ABC042	Presentation Drawing 2	36
ABC047	Surveying and Measured Drawing 1	18
ABC049	Drafting Technology 1	18
ABC050	Drafting Technology 2	18
ABC055	Working Drawings 1	72
ABC056	Working Drawings 2	72
ABC086	Structures 1	36
ABC112	Drafting Studio 1	50
ABC113	Drafting Studio 2	50

Year 2**Semester 1**

Unit of Study Code		Hours
ABC003	Construction 3	36
ABC004	Construction 4	36
ABC006	Materials 2	36
ABC007	Services 1	36
ABC011	Computer Aided Drafting 3	36
ABC012	Computer Aided Drafting 4	36
ABC013	Computer Aided Drafting 5*	36
ABC014	Computer Aided Drafting 6*	36
ABC022	Design 3	36
ABC023	Design 4	36
ABC028	Architectural History 2	36
ABC038	Drawing Office Practice 2	36
ABC043	Presentation Drawings 3*	36
ABC044	Presentation Drawings 4	36
ABC048	Surveyed & Measured Drawings 2	36
ABC051	Drafting Technology 3	18
ABC052	Drafting Technology 4	18
ABC057	Working Drawings 3	72
ABC058	Working Drawings 4	72
ABC087	Structures 2*	36
ABC114	Drafting studio 3	50
ABC125	Drafting Studio 4	50
ABC126	Drafting Studio 5	50

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 Units of Study Details section of this Handbook..

Advanced Diploma of Building Design and Project Administration

Course Code: 40355SA

Campus

Newport.

Career Opportunities

Architectural technician, Building designer, Project team leader.

Scope of Delivery

Part-time, block release.

Course Objective

This course aims to assist graduates in assuming the role of Project Administrator of large jobs or in the running of their own drafting office as a Building Designer after gaining appropriate levels of work.

Entry Requirements

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

Selection Procedures/Selection Criteria

VTAC/Direct applicants are selected via an interview process.

Course Duration

The course may be offered on a full-time basis over 1670 nominal hours or part-time equivalent.

Course Structure**Core Units of Study**

Unit of Study Code		Hours
LCTA	Apply drafting office administration processes	50
LCTB	Apply principles of construction technology to private residential dwellings	120
LCTC	Carry out a site survey of an existing building	40
LCTD	Create technically projected presentation views of Architectural Design Concepts	40
LCTE	Evaluate materials for construction of residential dwellings	40
LCTF	Produce 2D architectural drawings using CAD software	100
LCTG	Produce drawing documentation for private residential buildings	40
LCTH	Produce working drawings for a single storey private residence	90
LCTK	Produce working drawings for a single storey private residence	90
LCTL	Provide design solutions for private residential dwellings	40
LCTM	Provide design solutions for small residential living Units of Study	40
LCTN	Using sketching presentation techniques to communicate design concepts	40
LCTP	Apply drafting office project administration processes	40
LCTR	Apply principles of construction technology to type 'B' and 'C' commercial buildings	120
LCTS	Apply principles of environmental sustainability to building design	40
LCTT	Determine required services, layout and connection methods to commercial buildings	40
LCTW	Evaluate materials for construction of commercial buildings	40
LCTX	Produce 3D architectural drawings using CAD software	50
LCTY	Produce commercial working drawings for type 'B' building projects	90
LCTZ	Produce commercial working drawings for type 'C' building projects	90

LCWA	Produce digital renderings of architectural 3D CAD drawings	50
LCWB	Produce drawing documentation for a commercial building	50
LCWC	Provide design solutions for type 'C' buildings	40
LCWD	Provide design solutions for type 'B' buildings	40
LCWE	Apply principles of design, documentation and project administration to buildings	120
LCWF	Undertake research for a building design related project	80
LCWN	Apply principles of timber framing design to one or two storey buildings	50

Elective Units of Study

Two Units of Study (together totalling at least 110 nominal hours), not previously studied, selected by the student with the approval of the Head of Department, having regard to the relevant Units of Study detailed in the Residential Drafting Curriculum, Department of Education, Training and Employment (SA), 2002

Department of Building Services and Special Trades

The Department of Building Services and Special Trades–TAFE conducts a wide range of courses that provide vocational education for a variety of Building Services and Special Trades occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code

21393VIC	Certificate II in Building and Construction [Painting & Decorating Pre-Apprenticeship]
BCG30498	Certificate III in General Construction (Painting & Decorating)
2102ABC	Certificate I in Building & Construction (Plumbing)
20085VIC	Certificate III in Plumbing and Gasfitting
21398VIC	Certificate II in Sign Industry
BCF30700	Certificate III in Off-Site Construction (Sign Writing/Computer Operations)
21399VIC	Certificate IV in Sign Technology
UTE10102	Certificate I in Electrotechnology [Engineering] [Pre-Apprenticeship]
UTE31199	Certificate III in Electrotechnology Systems Electrician
2406ANC	Certificate IV in Electrical [Motor Control]

In addition to these courses, the Department of Building Services and Special Trades–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Neville Penny

Head, Department of Building Services and Special Trades – TAFE

Certificate II in Building and Construction [Painting & Decorating Pre-Apprenticeship]

Course Code: 21393VIC

Campus

Sunshine.

Career Opportunities

Painter and Decorator

Scope of Delivery

Full time, Part time

Course Objective

The course aims to provide participants with the skills, knowledge and ability required to gain an apprenticeship in the Painting and Decorating sector of the Building and Construction Industry.

Entry Requirements

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

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

Applicants will be required to undertake an interview process in relation to selection.

Course Duration

The course may be offered on a full time basis over 640–642 nominal hours or part time equivalent.

Course Structure

Core Units of Study/Modules (204 nominal hours)

Unit of Study Code		Hours
VBH722	Career studies	16
VBM985	Building and construction industry induction	16
ABC504	Calculations	20
ABC505	Communications	20
ABC548	Quality principles	8
VBM986	Workplace documents and plans	20
VBM988	Workplace safety	40
VBJ037	Basic First Aid	8
VBM989	Building structures	8
VBM990	Levelling	8
VBM991	Safe handling of power tools	16
VBM992	Introduction to scaffolding	24
<i>Stream specific modules:</i>		
VBN035	Painting and decorating hand tools	40
VBN036	Surface preparation	80
VBN037	Paint principles	12
VBN038	Paint application – Brush and roller skills	40
VBN098	Application of water based paints	70
VBN099	Application of oil based paints	30
VBN039	Colour mixing principles	32
VBN040	Timber finishing, staining and preservation principles	40
VBN041	Paper hanging principles	20
VBN042	Spray painting	32
VBN043	Protective metal coatings	40

Total stream specific module hours 436

Total hours (common & stream specific 640)

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

Certificate III in General Construction (Painting & Decorating)[Apprenticeship]

Course Code: BCG30498

Campus

Sunshine.

Career Opportunities

Painter and decorator.

Scope of Delivery

Block release.

Course Objective

The course provides off-job training for apprentices in the Painting Industry.

The Painting & Decorating Industry comprises:

- small Painting and Decorating businesses;
- small to very large painting contractors;
- group apprenticeship schemes;
- public institutions e.g. hospitals, schools;
- corporations and factories with maintenance departments.

The work undertaken by a Painter includes new and maintenance painting and decorating for:

- interior and exterior of residential, commercial, industrial and institutional buildings;
- structures, plant, machinery, equipment, external fittings associated with the above buildings.

The Painter may do the full range of work, or concentrate on one type of work for example

- renovation and restoration of historic buildings;
- application of specialised architectural finishes in commercial and industrial buildings;
- new high rise commercial constructions;
- high quality interior decoration including luxury wallcoverings for homes, offices or restaurants;
- maintenance of industrial buildings, plant and machinery including spray application of high technology coatings.

On most jobs there is a mixture of outdoor and indoor work.

Entry Requirements

To qualify for admission to this course, students must be employed as Apprentices in the Painting trade.

Selection Procedures/Selection Criteria

Selection conducted by employer.

Course Duration

This course may be offered on part time block basis of 960 hours over three years.

Course Structure

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

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

Unit of Study Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan and Organise Work	20
BCG1003A	Read and Interpret Plans	36
BCG1004A	Carry out Measurements and Calculations	20
BCG1005A	Use Hand and Power Tools	80
BCG1006A	Use Small Plant and Equipment	16
BCG1007A	Erect and Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1011A	Handle Construction Materials and Safe Disposal of Waste	16
BCG1019A	Prepare for the Construction Process (Painting and Decorating)	40
BCG2001A	Prepare Surfaces	32
BCG2007A	Operate Elevated Work Platforms (EWP)	20
BCG2010A	Remove/Replace Door and Window Furniture	4
BCG3044A	Apply Decorative Finishes	114
BCG3045A	Apply Paint by Spray	80
BCG3046A	Apply Texture Coatings	32
BCG3096A	Apply Paint by Brush/Roller	100
BCG3097A	Match Specified Paint Colour	40
BCG3098A	Apply Clear Timber Finish	40
BCG3100A	Prepare Surfaces for Painting and Decorating	40
BCG3101A	Apply Wall Paper	50
BCG3030A	Replace Glass	20
BCG3092A	Apply Solid Render	40
BCG3103A	Apply Industrial Protective Coatings	34

Note: Electives offered will be selected by the School and dependant upon the availability of Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.

Certificate I in Building & Construction (Plumbing)

Course Code: 2102ABC

Campus

Sunshine.

Career Opportunities

If you are looking for a career in the Plumbing Industry, this is the course for you. This course gives you an introduction to the field of Plumbing and could lead to your employment as an apprentice within the Plumbing Industry.

Scope of Delivery

Full time.

Course Objectives

This is a pre-employment program to assist students who aspire to obtain an apprenticeship or employment in the plumbing industry.

Entry Requirements

Entry requirements are similar to those required for an apprenticeship. Students who have completed Year 10/12 are preferred in order to obtain utmost benefit for an apprenticeship. Recognition of Prior learning may be available based on skills and knowledge already acquired by a person from previous study, as in articulation, or from work and/or life experience.

Selection Procedures/Selection Criteria

- Written Application;
- Interview.

Course Duration

The course may be offered on a full-time basis over 449 nominal hours or part-time equivalent.

Course Structure

Unit of Study Code	Hours	
VAA546	Building Construction/Drawing	10
VAA547	Building Construction/Penetrations	10
VAA828	Fixing Devices	6
VAA914	Fixtures/Appliances & Appropriate Valves	6
VAA923	Database/Plumbing Goods Catalogue	2
VAA964	Calculations	6
VAA987	Disposal System Joints	10
VAB313	Fixtures & Appliances	4
VAB330	Building Construction/Services	3
VAB935	Numeracy & Problem Solving	32
VAC081	Electric Welding	16
VAC313	Occupational Health & Safety	4
VAC386	Oxy Acetylene Welding & Cutting	30
VAC607	Fixture Classification	1
VAC608	Building Construction/Studies	4
VAD337	Plumbing Industry Studies	68
VAD602	Job Seeking Skills	20
VAE805	Sheetmetal Practices	24
VAF119	Simple Waste Pipe	8
VAF979	Plumbing Industry	60
VAG781	Small Diameter Tubes & Pipes	12
VAG796	Workplace Communication	40
VAG836	Writing Skills for Work	20
VAJ580	Word Processing	2
VAJ618	Role of Employers & Employees	10

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

Certificate III in Plumbing and Gasfitting

Course Code: 20085VIC

Campus

Sunshine.

Career Opportunities

The opportunities that lay ahead of you when you have completed this course and an apprenticeship are wide and varied. You have the opportunity to continue as an employee, start your own business, or go into related employment, ie supervision or design work.

Scope of Delivery

Block release.

Course Objectives

The course aims to provide off-job training for indentured apprentices in the plumbing and gasfitting industry.

Entry Requirements

There is no minimal educational standard required for entry to an apprenticeship. However, employers usually prefer applicants to have completed Year 10. Also, applicants for the course must be either apprenticed or on probation to a registered plumber. Students enrolled as apprentices must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

Employed in industry as plumbing apprentice.

Course Duration

The course may be offered on a part-time basis over at least 1040 nominal hours.

Course Structure

Stage 1		Hours
Unit of Study Code		
VAA825	Building Construction	27
VAA828	Fixing Devices	6
VAB907	Disposal System Joints	10
VAC081	Electric Welding	16
VAC578	Fixtures/Appliances & Appropriate Valves	12
VAD202	Industry Induction	38
VAE502	Oxy Acetylene Welding & Cutting	30
VAF673	Sheetmetal Practices	81
VAF725	Simple Waste Pipe	8
VAF762	Small Diameter Tubes & Pipes	12
Stage 2		Hours
Unit of Study Code		
VAA156	Installing an above Ground UPVC Drain	16
VAJ314	Cooker Installation	8
VAJ334	Clothes Washing Machine	8
VAJ335	Collection & Storage of Water	
	Supply for Isolated Country Dwellings	4
VAJ339	Combustion of Gases & Flame Adjustment	4
VAJ353	Dishwashing Machine Installation	5
VAJ355	Fixing Roof Cover (Concealed Fixed Method)	8
VAJ356	Fixing Roof Cover (Pierced Fixed Method)	10
VAJ357	Flushometer Installation	6
VAJ358	Gas Controls	8
VAJ360	Installing a Gas Fired Small Bore Heating System	
VAJ363	Measuring & Levelling	8
VAJ366	Flashing Large Penetration through Roof	26
VAJ368	Identification & Principle of Operations of Water Heating Systems	6
VAJ369	Installing a Gas Fired Warm Air Furnace & Ducted System	12
VAJ370	Natural Gas Fitting Line Installation	12
VAJ371	Oxy Acetylene Plate & Pipe Welding & Arc Welding of Mild Steel Plate	22
VAJ372	Plan Reading & ID of In-Line Equipment on Water Heating & Ventilation	6

VAJ373	Installing and Testing a Property Drain	24
VAJ379	Floor Waste Gully (F.W.G.)	10
VAJ380	Installing Concealed Roof Gutters	16
VAJ382	Flashing Pipe Penetrations through Roof	16
VAJ387	Commissioning a Gas Appliance	8
VAJ391	Bath Installation	12
VAJ392	Basin & Bidet Installation	19
VAJ410	Flueing of Gas Appliances	8
VAJ411	Identification of Components of Mechanical Services Equipment	6
VAJ413	Installing Down Pipes	12
VAJ414	Mains Pressure Hot Water Systems	12
VAJ418	Trench Shoring	20
VAJ419	Laying a Below Ground Unvented Branch Drain Using UPVC Pipe and Fitting	12
VAJ429	Installing Eaves Gutters	24
VAJ431	Installing Twin Cylinder LPG System & Fitting Line	8
VAJ451	Installing Heating Water Systems in Copper Tube	26
VAJ452	Sink & Trough	21
VAJ460	Installing Heating Water Systems in Mild Steel Pipe	30
VAJ461	Wall Furnace Installation	12
VAJ462	Vented 50mm Discharge Pipe	12
VAJ465	Installation of Flashing Roofs to Walls	14
VAJ500	Installation of Roof Cover on Roof Intersections	20
VAJ502	Water Closet Installation	13
VAJ503	Instantaneous Hot Water System Installation	8
VAJ522	Urinal Installation	20
VAJ523	Shower Installation	12
VAJ558	Principles of Solar Heating for Domestic Hot Water Systems	8
VAJ559	Space Heater	12
VAJ560	Water Service	12
VAJ582	Principles of Installation of a Low Pressure Hot Water System & Tank in a Ceiling	12

Stage 3 (a minimum of 190 nominal hours)

Unit of Study Code		Hours
VAA131	Advanced Gas Fitting	3
VAA149	Advanced Mechanical Services	3
VAA169	Advanced Roofing	3
VAA177	Advanced Waste Disposal & Drainage	3
VAA178	Advanced Water Supply	40
VAJ327	Appliance Servicing	40
VAJ340	Commercial & Industrial Gas Supply	46
VAJ341	Cutting a Branch into an Existing Drain	10
VAJ342	Designing Flushing Systems	15
VAJ343	Designing Sanitary Plumbing Systems	45
VAJ352	Designing Sewerage Drains	35
VAJ354	Domestic Septic Tanks	15
VAJ359	Industrial Roof Installations	30
VAJ362	LPG Installations	14
VAJ364	Mechanical Services Welding	24
VAJ365	PVC Welding for Roof Plumbers	30
VAJ367	External Metal Ceiling & Wall Cladding	30
VAJ378	Reticulated Systems	18
VAJ381	Locating & Clearing Blockages in Drains	15
VAJ383	Electricity & Electronics in Gas Appliances	12
VAJ384	Designing Storm Water Drains	15
VAJ385	Component Servicing	38
VAJ386	Commissioning Water & Air Systems	8
VAJ412	Industrial Roof Components	30
VAJ430	Plan Reading & Site Organisation	24
VAJ463	Operation of Single Duct Air-Conditioning Systems	24
VAJ464	Mechanical Services Equipment	28
VAJ501	Size & Design Industrial Roof Draining Components	30
VAJ524	Operation of Central Heating Systems	24

Units of Study in Stage 3 are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department.

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

Certificate II in Sign Writing

Course Code: 21398VIC

Campus

Sunshine.

Career Opportunities

Signwriter/Sign Industry Worker.

Scope of Delivery

Full time or part time

Course Objective

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

Entry Requirements

There are no formal entry requirements for entry to the course but applicants may be required to demonstrate to the Program Manager that they have communication, literacy and numeracy skills sufficiently well developed for them to participate in the program.

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

Interview or skills indicator.

Course Duration

The course may be offered on a full-time basis over 588 nominal hours or part-time equivalent.

Course Structure

Unit of Study Code		Hours
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan and organise work	20
BCG1003A	Read and interpret plans	36
BCG1004A	Carry out measurements and calculations	36
BCG1005A	Use hand and power tools	80
BCG1006A	Use small plant and equipment	16
BCG1007A	Erect and dismantle restricted height scaffolding	40
BCG1008A	Use simple levelling devices	8
BCG1011A	Handle construction materials and safely dispose of waste	16
BCG2001A	Prepare surfaces	32
BCF2004A	Layout signs	40
BCF2005A	Use colour matching for sign writing	24
VBM974	Develop basic illuminated signfaces	24
VBM975	Produce basic computer aided manufactured Signs – vinyl	40
VBM976	Produce a basic sign	76

Some unit of study descriptors are listed towards the end of this brochure

Certificate III in Off-Site Construction (Sign Writing/Computer Operations)

Course Code: BCF30700

Campus

Sunshine.

Career Opportunities

Signwriter/Sign Industry Worker.

Scope of Delivery

Full time, part time, block release.

Course Objective

The course aims to provide apprentices with work related practical skills and knowledge in the sign writing/computer operations industries and give them the skills necessary for the safe use and maintenance of a wide range of relevant tools and equipment generally used on-the-job.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the sign writing industry.

Selection Procedures/Selection Criteria

Selection conducted by the employer.

Course Duration

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

Course Structure

Core Units of Study

Unit of Study Code		Hours
BCF2001A	Use Static Machines	32
BCF2004A	Layout Signs	40
BCF2005A	Use Colour Matching for Sign Writing	24
BCF3052A	Signwrite to Simple Forms	56
BCF3053A	Signwrite to Decorative Forms	72
BCF3054A	Apply Graphics Using Pressure Sensitive Films	24
BCF3055A	Apply Graphics to Illuminated Signfaces	24
BCF3056A	Produce Computer Aided Manufactured (C.A.M.) Signs – Vinyl	36
BCF3057A	Produce Computer Aided Manufactured (C.A.M.) Signs – Digital	36
BCF3058A	Produce Computer Aided Manufactured (C.A.M.) Signs – 3 Dimensional	36
BCG1000A	Carry Out Interactive Workplace Communication	20
BCG1001A	Carry Out OH&S Requirements	40
BCG1002A	Plan and Organise Work	20
BCG1003A	Read and Interpret Plans	36
BCG1004A	Carry Out Measurements and Calculations	20
BCG1005A	Use Hand and Power Tools	80
BCG1006A	Use Small Plant and Equipment	16
BCG1007A	Erect and Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1011A	Handle Materials and Safely Dispose of Waste	16
BCG2001A	Prepare Surfaces	32
BCG2012A	Make Set-Outs	8
MEM2.5C11A	Measure with Graduated Devices	20

Electives

Unit of Study Code		Hours
BCF3022A	Apply Gilding to Signs	40
BCF3026A	Apply Line and Scroll	48
BCF3028A	Write Tickets and Showcards	36
BCF3029A	Apply Water Gilding Glass	36
BCF3030A	Screen Print	36
BCF3062A	Hand Render Pictorials	36

Fifteen Units of Study (totalling 232 nominal hours) selected by the student, subject to the approval of the Head of Department, having regard to the list of relevant Units of Study in:

- Off-site Construction Training Package BCF00, Australian National Training Authority, 2000;
- Metal & Engineering Training Package MEM98, Australian National Training Authority, November 1998;
- Transport and Distribution training Package TDT97, Australian National Training Authority, 1999.

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

Certificate IV in Sign Technology

Course Code: 21399VIC

Campus

Sunshine.

Career Opportunities

Leads to employment in the Sign Industries.

Scope of Delivery

Full time, part time.

Course Objective

The course aims to provide participants with advanced sign writing skills as well as business management skills to assist in their current employment, or to set up their own business.

Entry Requirements

To qualify for admission to the course, applicants must have completed the Certificate III in Off-site Construction (Sign Writing/Computer Operations) (BCF30700), or possess equivalent competencies and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

Interview, Skills Indicator.

Course Duration

The course may be offered on a full-time basis over 482 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Units of Study Unit of Study Code		Hours
BSBSBM402A	Undertake financial planning	50
BSBSBM404A	Undertake business planning	60
BSBCMN410A	Coordinate implementation of customer service strategies	40
BSBCMN411A	Monitor a safe workplace	50
BSBHR402A	Recruit and select personnel	40
VBM981	Manage signage contracts	50
VBM982	Create decorative backgrounds	40
VBM983	Use an airbrush to create special effects on signage	76
VBM984	Use advanced features of CAM applications to produce signs	76

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

Certificate I in Electrotechnology [Engineering] [Pre Apprenticeship]

Course Code: UTE10102

Campus

Sunshine.

Career Opportunities

Careers Options within Electrotechnology vocations generally cover such work as design, research, assemble, install, construct, diagnose, maintain, commission, program, test or repair of: networks, systems, circuits, equipment, components, appliances, facilities and the like. These include a range of renewable Energy and Engineering techniques and applications within the Electrotechnology Industry that use the medium of electronics, electrical, communications including data, voice and information technology, computer systems, instrumentation, photonics, refrigeration, and air conditioning as well as sustainable energy principals and practices.

Scope of Delivery

This course is offered on a full time and part time basis with flexible delivery options.

Course Objective

The course is appropriate for the recipient that can work to a standard required in the workplace. They can identify and use a range of components, accessories, materials tools, equipment, and technologies in the carrying out of work. They will be equipped with the ability to transfer and apply skills and knowledge to new situations and environments.

Those gaining this qualification will have been deemed competent with the requisite knowledge and skills that will lead to full employment or into exciting careers paths in Electrotechnology vocations. Careers opportunities and paths span from Technical Support; Assembly and Basic Servicing; to Trades; Technicians; or Technologists and Associates in Engineering (electrical, electronics, Instrumentation, Computer Systems, etc.). The Certificate I also confers credit towards a range of Certificate II and Certificate III vocations in the Electrotechnology Industry.

Entry Requirements

To qualify for admission to the course, students must have completed minimum Year 10 Mathematics and English and demonstrate to the satisfaction of the Head of Department that they are capable of completing the course.

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

Selection Procedures/Selection Criteria

Interview, school reports, selection test.

Course Duration

The course may be offered on a full-time basis over a minimum of 360 nominal hours or part time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code		Hours
UTENES050A	Identify & select components/ accessories/materials for Electrotech work activities	80
UTENES051A	Use of routine equipment/ plant/ technologies in an Electrotech environment	80
UTENES060A	Carry out routine work activities in an Electrotech environment	80

Elective Units of Study

At least two elective Units of Study, selected by the student with the approval of the Head of Department, must be selected from the list of Group A and B Units of Study, of which at least one must be chosen from Group A

Group A General Elective Units of Study

Unit of Study Code		Hours
UTENES052A	Interact with customers/ clients for quality service	60
UTENES053A	Participate in job data records collection of the business	60

Group B Technical Elective Units of Study

Unit of Study Code		Hours
UTENES054A	Produce routine products for carrying out Electrotech work activities	200
UTENES055A	Produce routine tools/ devices for carrying out Electrotech work activities	160
UTENES056A	Apply technologies and concepts to Electrotech work activities	100
UTENES057A	Apply computation when using equipment/ materials/concepts in an Electrotech environment	180

UTENES058A	Identify affects of energy on machinery/ materials in an Electrotech environment	180
UTENES059A	Identify building techniques, methods and materials used in Electrotech work activities	100
UTENES063A	Contribute to the operation of support plant & equipment used in Electricity Supply	80

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Electrotechnology Systems Electrician

Course Code: UTE31199

Campus

Sunshine.

Career Opportunities

The Certificate III in Electrotechnology Systems Electrician (UTE31199) course provides training for students employed as Electrical apprentices in industry and government, including small and large business. Training provided covers electrical competencies, core trade theory and practice together with related subject electives appropriate to a particular specialisation in industry, with on the job profiling. Graduates may be eligible for an Electrical licence by applying to the Office of the Chief Electrical Inspector.

Scope of Delivery

This course is offered part-time, lock/step flexible delivery options, one day per week.

Course Objectives

The course aims to provide students with the knowledge and skills required to install and maintain electrical components, wiring, equipment and systems and work in specialised areas of the electrical industry.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice electrical trades person.

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

Selection Procedures/Selection Criteria

Selection is conducted by the employer

Course Duration

The course may be offered on a part-time basis over 1060 nominal hours.

Course Structure*Core Units of Study*

Unit of Study Code		Hours
UTENES009A	Participate in the training of others	20
UTENES105GA	Install and terminate wiring systems (cabling /wiring support and protection)	20
UTENES105JA	Install and terminate wiring systems (power and control – low voltage)	20
UTENES106BA	Install electrical/electronic apparatus (electrical)	180
UTENES206BA	Maintain & repair apparatus & circuits (electrical)	180
UTENES301BA	Undertake commissioning procedures of apparatus and circuits (electrical)	180
UTENES402BA	Test apparatus and circuits (electrical)	200
UTENES501BA	Diagnose and rectify faults in apparatus and circuits (electrical)	180

Specialisation Units of Study

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

- (i) Control;
- (ii) Installation and Servicing;
- (iii) Process;

having regard to the Units of Study listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Elective Units of Study

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

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

Common Modules

Unit of Study Code		Hours
EA100	Analogue Electronics	40
EA102	Establishing a Contracting Business	40
EA160	Advanced PLC	40
EA927	Electronic Switching	40
EA929	SCADA Systems	40
EB160	PLC Systems Applications	80
NE05	Power Control Devices	40
NE07	Amplifier Principles	40
NE177	Programmable Logic Controllers – 1	40
NE30	Electric Motor Protection & Control	40
NE41	Control System Principles & Applications	40
NE75	Thyristor Applications	40
VBH393	Motor Control Fundamentals	40
VBH394	Motor Control 1	60
VBH395	Motor Control 2	60

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

Certificate IV in Electrical [Motor Control]

Course Code: 2406ANC

Campus

Sunshine.

Career Opportunities

Graduates of the Certificate IV in Electrical (2406ANC) [Motor Control] course find employment in the Electrical areas of industry and government, including small and large business. Typically graduates work in the area of electrical and electronic motor control, Programmable Logic Controllers and Industrial Electronics.

Scope of Delivery

This course is offered on a part-time basis with flexible delivery options.

Course Objectives

The course is a post-apprenticeship course designed to enhance skills in industrial applications of motors and their control systems.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed the Certificate III in Electrical or equivalent.

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 Procedures/Selection Criteria

Applicants may be required to attend an interview.

Course Duration

The course may be offered on a part-time basis over a period of 600 nominal hours.

Course Structure

Within the 600 hours, students need to complete the core modules, a minimum of 6 NE level modules and a minimum of 9 EA level modules.

Core Modules

Unit of Study Code		Hours
EA034	Communication Studies	40
EA045	Quality Concepts	20
EA050	Engineering Computing	40
EA090	Fault Finding & Diagnostics	20

Department of Computer Systems and Electronics

The Department of Computer Systems & Electronics – TAFE conducts a wide variety of pre-vocational, apprentice, post-apprentice and paraprofessional training programs Cisco and Microsoft Vendor programs, electrical, electronics and computer technology in areas such as consumer electronics, communications, microprocessor and digital applications, computer networking and data communications and computer equipment repairs. The Werribee and Melton campuses deliver Certificate I and II programs, while the Sunshine campus delivers programs to the Diploma level in all Department course areas. The Department develops and delivers commercial courses to meet industry and community requirements as required and also participates in the overall University Corporate Plan. Programs delivered from the Department will change to meet National curriculum and Department needs.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code

UTE20504 Certificate II in Electrotechnology Servicing [Computer Servicing]

UTE20504 Certificate II in Electrotechnology Servicing [Security Systems]

UTE30402 Certificate III in Electrotechnology Communications

UTE30702 Certificate III in Electrotechnology Entertainment and Servicing

UTE30599 Certificate III in Electrotechnology Computer Systems

UTE60199 Advanced Diploma of Computer Systems Engineering

UTE60399 Advanced Diploma of Electronic Engineering

In addition to these courses, the Department of Computer Systems & Electronics –TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Paul Lange

Head, Department of Computer Systems and Electronics–TAFE

Certificate II in Electrotechnology Servicing [Computer Servicing]

Course Code: UTE20504

Campus

Sunshine, Werribee.

Career Opportunities

Graduates find employment in small and large businesses, including industry, commerce and government. Graduates engage in computer servicing supporting these businesses.

Scope of Delivery

This course is offered full time or part-time, with some flexible delivery options.

Course Objective

The course aims to provide students with the skills and knowledge to install and carry out basic routine maintenance on personal computers and peripherals. The course also provides students with the skills and knowledge to obtain industry recognised CompTIA A+ certification and/or Cisco IT Essentials certification.

Entry Requirements

To qualify for admission, students must:

- have successfully completed any year 11 Mathematics and English;
- be of mature age and demonstrate to the Head of Department that they are capable of successfully completing the course; or
- have successfully completed a suitably related Certificate I level .

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

Selection Procedures/Selection Criteria

Applicants may be selected through a direct application and interview.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code Hours

UTENES201AB Perform basic repair to electrical/electronic apparatus (Computer Systems) 60

UTENES202AB Assemble/ disassemble electrical/electronic components (Computer Systems) 100

UTENES401AA Perform functional apparatus checks (Computer Systems) 180

UTENES002A Attend to breakdown 20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate II in Electrotechnology Servicing [Security Systems]

Course Code: UTE20504

Campus

Sunshine, Werribee.

Career Opportunities

Graduates find employment in small and large businesses, including industry, commerce and government. Graduates engage in security systems servicing supporting these businesses.

Scope of Delivery

This course is offered full time or part-time, with some flexible delivery options.

Course Objective

The course aims to provide students with the skills and knowledge to install and carry out basic routine maintenance on personal computers and peripherals. The course also provides students with the skills and knowledge to obtain industry recognised CompTIA A+ certification and/or Cisco IT Essentials certification.

Entry Requirements

To qualify for admission, students must:

- have successfully completed any year 11 Mathematics and English;
- be of mature age and demonstrate to the Head of Department that they are capable of successfully completing the course; or
- have successfully completed a suitably related Certificate I level .

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

Selection Procedures/Selection Criteria

Applicants may be selected through a direct application and interview.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
UTENES201AB Perform basic repair to electrical/electronic apparatus (Computer Systems)	60
UTENES202AB Assemble/ disassemble electrical/electronic components (Computer Systems)	100
UTENES401AA Perform functional apparatus checks (Computer Systems)	180
UTENES002A Attend to breakdown	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Electrotechnology Communications

Course Code: UTE30402

Career Opportunities

The Certificate III in Electrotechnology Communications (UTE30402) provides training for students employed as apprentices in the field of electronic communications in industry and government, including small and large business.

Scope of Delivery

This course is offered part-time, flexible delivery options, one day per week or block release.

Course Objective

The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for the transmission and reception of voice, image and data signals.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the electronics communications industry.

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

Selection Procedures/Selection Criteria

Selection is conducted by the employer.

Course Duration

The course may be offered on a full-time basis over 1020 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
UTENES009A Participate in the training of others	20
UTENES105GA Install and terminate wiring systems (cabling/wiring support and protection)	20
UTENES105IA Install and terminate wiring systems (power and control - extra low voltage)	20
UTENES106CA Install electrical/electronic apparatus (electronics)	180
UTENES206CA Maintain and repair apparatus and associated circuits (electronics)	180
UTENES301CA Undertake commissioning procedures of apparatus and associated circuits (electronics)	180
UTENES402CA Test apparatus and circuits (electronics)	200
UTENES501CA Diagnose and rectify faults in apparatus and associated circuits –(electronics)	180

Elective Units of Study

One unit selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code	Hours
UTENES002A Attend to breakdown	20
UTENES005A Co-ordinate materials	20
UTENES007A Supply projects	20
UTENES008A Provide technical leadership in the workplace	20

Specialisation Units of Study

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

- Broadcast
- Microwave
- Satellite

Unit of Study Code	Hours
UTENES102CA Assemble and erect antennae and associated hardware – electronic	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Electrotechnology Entertainment and Servicing

Course Code: UTE30702

Campus

Sunshine.

Career Opportunities

The Certificate III in Electrotechnology Entertainment and Servicing (UTE30702) provides training for students employed as apprentices in the field of consumer electronics in industry and government, including small and large business.

Scope of Delivery

This course is offered part-time, flexible delivery options, one day per week, or block release.

Course Objective

The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for audio and video recording, processing and reproduction.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the entertainment and servicing industry.

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

Selection Procedures/Selection Criteria

Selection is conducted by the employer.

Course Duration

The course may be offered on a full-time basis over 1020 nominal hours or part-time equivalent.

Course Structure

Unit of Study Code	Hours
UTENES009A Participate in the training of others	20
UTENES105GA Install and terminate wiring systems (cabling/wiring support and protection)	20
UTENES105IA Install and terminate wiring systems (power and control – extra low voltage)	20
UTENES106CA Install electrical/electronic apparatus (electronics)	180
UTENES206CA Maintain and repair apparatus and circuits (electronics)	180

UTENES301CA	Undertake commissioning procedures of apparatus and circuits (electronics)	180
UTENES402CA	Test apparatus and circuits (electronics)	200
UTENES501CA	Diagnose and rectify faults in apparatus and associated circuits (electronics)	180
<i>Elective Units of Study</i>		
One unit selected by the student, with the approval of the Head of Department, from the following:		
Unit of Study Code		Hours
UTENES002A	Attend to breakdown	20
UTENES005A	Co-ordinate materials	20
UTENES007A	Supply projects	20
UTENES008A	Provide technical leadership in the workplace	20
<i>Specialisation Units of Study</i>		
One unit selected by the student, with the approval of the Head of Department, from the following:		
<ul style="list-style-type: none"> • Audio – Analogue • Audio – Digital • Electronic Appliances 		
Unit of Study Code		Hours
UTENES209PA	Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply (Single enclosed control device)	20
<i>Video</i>		
Unit of Study Code		Hours
UTENES102CA	Assemble and erect antennae and associated hardware - electronic	20
UTENES209PA	Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply (Single enclosed control device)	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Course Structure

Unit of Study Code		Hours
UTENES009A	Participate in the training of others	20
UTENES106AA	Install electrical/electronic apparatus (computer systems)	180
UTENES206AA	Maintain and repair apparatus and circuits (computer systems)	180
UTENES301AA	Undertake commissioning procedures of apparatus and circuits (computer systems)	180
UTENES402AA	Test apparatus and circuits-computer systems	200
UTENES501AA	Diagnose and rectify faults in apparatus and circuits (computer systems)	180

Specialisation Units of Study

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

- Business Equipment;
- Control;
- Data Capture;
- Networks;

having regard to the Units of Study listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999;

Elective Units of Study

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

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

Certificate III in Electrotechnology Computer Systems

Course Code: UTE30599

Campus

Sunshine.

Career Opportunities

The Certificate III in Electrotechnology Computer Systems (UTE30599) provides training for students employed as apprentices in the field of computers in industry and government, including small and large business.

Scope of Delivery

This course is offered part-time, flexible delivery options, one day per week or block release.

Course Objective

The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on computer equipment used in commercial and home office situations.

Entry Requirements

To qualify for admission to the course, applicants must be employed as an apprentice in the computer systems industry.

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

Selection Procedures/Selection Criteria

Selection is conducted by the employer.

Course Duration

The course may be offered on a full-time basis over 980 nominal hours or part-time equivalent.

Advanced Diploma of Computer Systems Engineering

Course Code: UTE60199

Campus

Melton, Sunshine, Werribee.

Career Opportunities

Graduates find employment in industry, commerce and government, including small and large business. They work in the areas of computer network development, network administration and support, and computer hardware and software.

Scope of Delivery

This course is offered on a full-time and part-time basis, with the option of flexible delivery.

Course Objectives

The course aims to provide students with the knowledge and skills required to design, select, install, commission, maintain and carry out repairs on advanced equipment and systems using computers, computer peripherals and networking components.

Entry Requirements

To qualify for admission to the course, applicants must:

- have successfully completed year 11 or equivalent, including Mathematics (Units of Study 1 and 2 or 3 and 4); or
- be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

February intake applicants are selected through VTAC. Applicants wishing to start a course at other times through the year apply via direct entry. Selection may be based on an interview.

Course Duration

The course may be offered on a full-time basis over 2140 nominal hours or part-time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code	Hours
UTENES304AA Undertake Commissioning of Advanced Systems and apparatus (Computer Systems)	220
UTENES406AA Develop Complex Testing and Evaluation Procedures (Computer Systems)	480
UTENES504AA Diagnose Faults in Advanced Systems and Apparatus (Computer Systems)	480
UTENES008AA Provide Technical Leadership in the Workplace	280
UTENES712AA Design Electronic Apparatus and Systems	680

Elective Units of Study (40 nominal hours)

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

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

Advanced Diploma of Electronic Engineering

Course Code: UTE60399

Campus

Sunshine.

Career Opportunities

Graduates find employment in industry, commerce and government, including small and large business. They work in the areas of communications, industrial and consumer electronics, and computer hardware and software.

Scope of Delivery

This course is offered on a full-time and part-time basis, with the option of flexible delivery.

Course Objectives

The course aims to provide students with the knowledge and skills required to design, select, install, commission, maintain and carry out repairs on advanced electronic equipment and systems used in assembly, entertainment and defence situations.

Entry Requirements

To qualify for admission to the course, applicants must:

- have successfully completed year 11 or equivalent, including Mathematics (Units of Study 1 and 2 or 3 and 4); or
- be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

February intake applicants are selected through VTAC. Applicants wishing to start a course at other times through the year apply via direct entry. Selection may be based on an interview.

Course Duration

The course may be offered on a full-time basis over 2140 nominal hours or part-time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code	Hours
UTENES304CA Undertake commissioning of advanced systems and apparatus – electronic	220
UTENES406CA Develop complex testing and evaluation procedures – electronic	480
UTENES504CA Diagnose faults in advanced systems and apparatus – electronic	480
UTENES008CA Provide Technical Leadership in the Workplace	280
UTENES702CA Design Electrical/Electronic Apparatus and Systems	680

Specialisation Unit (20 nominal hours)

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

- Analogue and Digital ;
- Communications;
- Medical Equipment.

having regard to the Units of Study listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

Elective Units of Study (20 nominal hours)

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

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

Department of Engineering Technology

The Department of Engineering Technology–TAFE conducts a wide range of courses that provide vocational education for a variety of Engineering Technology occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code	
14309VIC	Advanced Diploma of Engineering Technology (Principal Technical Officer [Civil])
20020VIC	Advanced Diploma of Engineering Technology [Civil]
20019VIC	Diploma of Engineering Technology [Civil]
11409VIC	Certificate I in Engineering Technology
MEM10198	Certificate I in Engineering [Fabrication]
MEM20198	Certificate II in Engineering (Production)
MEM20298	Certificate II in Engineering (Production Technology)
MEM30198	Certificate III in Engineering (Production Systems)
MEM30298	Certificate III in Engineering (Mechanical Trade)
MEM30598	Certificate III in Engineering (Technician)
20018VIC	Certificate IV in Engineering Technology
20020VIC	Advanced Diploma of Engineering Technology
20019VIC	Diploma of Engineering Technology [Streams in Mechanical, Manufacturing & Mechatronics]
14309VIC	Advanced Diploma of Engineering Technology (Principal Technical Officer) [Streams in Mechanical, Manufacturing & Mechatronics]
AUM20100	Certificate II in Automotive Manufacturing
	Certificate I in Engineering
MEM20198F	Certificate II in Engineering–Production
MEM20298F	Certificate II in Engineering–Production Technology
MEM30198F	Certificate III in Engineering – Production Systems
MEM30398	Certificate III in Engineering– Fabrication Trade [Light & Heavy]
20018VICF	Certificate IV in Engineering Technology
MEM40103	Certificate IV in Engineering
20019VICF	Diploma of Engineering Technology [Fabrication]
20020VICF	Advanced Diploma of Engineering Technology [Fabrication/Supervision, Inspection]

In addition to these courses, the Department of Engineering Technology–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Dennis Batiste

Head, Department of Engineering Technology–TAFE

Advanced Diploma of Engineering Technology (Principal Technical Officer) [Civil]

Course Code: 14309VIC

Campus

Sunshine.

Career Opportunities

Trainer, Supervisor, Coordinator, Technical Officer, Engineering Assistant, Design Draftperson.

Scope of Delivery

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

Course Objectives

The Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) aims to meet the needs of persons at or aspiring to the Metals and Engineering Award Classification C2b Principal Trainer/Supervisor/Co-ordinator. It has applications to engineers and managers in both public and private sectors across all engineering streams in small, medium and large enterprises.

The Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) – Civil Stream, is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant, Design Draftperson and similar classifications in Government departments, semi Government instrumentalities and private industry. People employed in the positions are required to have a high degree of skill and specialist knowledge in order to provide support to professional engineers in a wide variety of tasks.

Entry Requirements

To qualify for admission to the course, applicants must have Year 11 or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

Enter and/or interview.

Course Duration

Full-time – 1800 nominal hours.

Part-time – Dependent upon number of modules undertaken each year.

Course Structure

The Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) consists of fifteen modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma, comprising:

- Advanced Diploma Level (Principal Technical Officer) Modules (either technical or non technical): 6 modules (240 hrs) minimum
- Research Project: 1–3 modules
- Advanced Diploma of Engineering Technology Modules: six maximum (240 hours)

ADVANCED DIPLOMA OF ENGINEERING

(Principal Technical Officer) (Civil Stream)

(minimum of 600 hours required)

Unit of Study Code		Hours
ED046	Research Project A	40
ED047	Research Project B	40
ED048	Research Project C	40
ED062	Research Project D	20

ADVANCED DIPLOMA (Principal Technical Officer)

Level Technical And Non Technical Modules

(minimum of 240 hours in this group)

Civil Stream

EA852	Engineering Hydrology	40
EB073	Structural Masonary Design	40
EB353	Foundations 2	40
EB363	Civil Materials Concrete 2	40
EB367	Civil Materials Soils B	40
EB379	Commercial Building Construction	40
EB830	Reinforced Concrete Design 1	40
EB831	Reinforced Concrete Design 2	40
EB832	Beam and Column Analysis	40
EB851	Environmental Engineering	40
EB852	Foundations 1	40
EB854	Storm Water Drainage	40
EB855	Structural Steel Design 1	40
EB856	Structural Timber Design	40
EB858	Waste Water Engineering	40
EB859	Water Engineering	40
EB860	Geometric Road Design	40
EB865	Municipal Design	40
EB866	Pavement Design	40
EB869	Land Information Systems	40
EB870	Engineering Surveying 1	40
EB872	Frame Analysis	40

EB874	Structural Steel Design 2	40
EB875	Drafting Reinforced Concrete 2	40
EB877	Drafting Precast & Prestressed Concrete Elements	40
EB878	Civil Engineering Computer Applications	40
ED043	Total Quality Management	60
ED049	Advanced Engineering Maths A	40
ED050	Advanced Engineering Maths B	40
ED053	Introduction to Environmental Management	60
ED055	Project Management	80
ED056	Customer/Client Relations	60
ED058	Introduction to Financial Management	60
ED059	Introduction to Marketing	60
ED060	Improving Workplace Performance	60
ED061	Managing Occupational Health & Safety in the Workplace	40
VAB507	Concrete Technology and Applications	40
VAB919	Documentation and Supervision	40
VAB963	Drainage Design	40
VAC375	Fabrication Methods 1A	20
VAC376	Fabrication Methods 1B	20
VAD292	Integrated Traffic	40
VAE670	Photogrammetry 2AB	40
VAE704	Physics A	40
VAE705	Physics B	40
VAE751	Planning and Administration	40
VAF448	Road Design	40
VAF989	Structural Mechanics 2A	20
VAF990	Structural Mechanics 2B	20
VAF991	Structural Mechanics 2C	20
VAF992	Structural Mechanics 2D	20
VAF997	Structures 4	40
VAG505	Urban Road Design	40

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

Advanced Diploma of Engineering Technology (Principal Technical Officer)[Streams in Mechanical, Manufacturing and Mechatronics]

Course Code: 14309VIC

Campus

Sunshine.

Career Opportunities

Principal Technical Officer, Trainer, Supervisor, Coordinator.

Scope of Delivery

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

Course Objectives

The Advanced Diploma of Engineering (Principal Technical Officer)(14309VIC) aims to meet the needs of persons at, or aspiring, to the Metals and Engineering Award Classification C2b Principal Trainer/Supervisor/Co-ordinator. It has applications to engineers and managers in both public and private sectors across all engineering streams in small, medium and large enterprises.

Entry Requirements

To qualify for admission to the course, applicants must have:

- Year 11 or completion of the Certificate III in Engineering – Production Systems(MEM30198)

or

- Certificate III in Engineering–Mechanical Trade(MEM30298)

or

- Certificate III in Engineering–Fabrication Trade(MEM30398)

or

- Certificate III in Engineering – Technician(MEM30598)

or

- industrial training/experience

or

- be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

Applicants are selected via an interview process.

Course Duration

Full time – One year

Part time – Dependent upon number of modules undertaken each year.

Course Structure

- The Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) consists of 15 modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma.
- Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) Level Modules (either technical or non technical): 6 modules (240 hrs) minimum.
- Research Project: 1–3 modules

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY MODULES:

Six maximum (240 hours)

Advanced Diploma Of Engineering (Principal Technical Officer)(14309Vic) (Mechanical, Manufacturing, Mechatronics and Civil Streams)

(minimum of 600 hours required)

Module Unit of Study Code	Hours	
ED046	Research Project A	40
ED047	Research Project B	40
ED048	Research Project C	40
ED062	Research Project D	20

Advanced Diploma (Principal Technical Officer) Level

Technical and Non Technical modules

(minimum of 240 hours in this group)

Mechanical/Manufacturing Stream

Module Unit of Study Code	Hours	
EB079	Introduction to Marketing	60
ED001	Computer Aided Process Planning (CAPP)	80
ED003	Design 3A–Prod and Mech Plant	60
ED006	Design 3B – Prod & Mech Plant	60
ED008	Fluid Power Design 2	80
ED009	Installation and Commissioning	40
ED010	Product Liability & Product Recall Management	40
ED011	Reliability and Prototype Testing	40
ED012	Applied Mechanics 3A	60
ED013	Applied Mechanics 3B	60
ED014	CADD Systems Engineering	60
ED015	Flexible Manufacturing Systems (FMS) Design	60
ED016	Interchangeable Manufacture	80
ED043	Total Quality Management (TQM)	60
ED049	Advanced Engineering Maths A	60
ED050	Advanced Engineering Maths B	60
ED051	Physics A	60
ED052	Physics B	60
ED053	Introduction to Environment Management	60
ED054	Computer Applications	40
ED055	Project Management	80
ED056	Customer Client Relations	60
ED058	Introduction to Financial Management	60
ED060	Improving Workplace performance	60
ED061	Managing Occupational Health & Safety in the Workplace	40

Mechatronics Stream

Module Unit of Study Code	Hours	
EA002	Engineering Mathematics A	40
EA010	Materials Science	40
EA032	Writing Technical Documents	20

EA050	Engineering Computing	40
EA061	Engineering Graphics	40
EA065	CAD Computer Aided Drafting B	40
EA068	Computer Aided DraftingCAD 3D	40
EA160	Advanced Programmable Logic Controllers (PLC)	40
EA183	Microprocessor Fundamentals 1	40
EA184	Microprocessor Fundamentals 2	40
EA187	Introduction to 'C' Programming	40
EA711	Mechanical Drive Components	40
EA715	Mechatronics 1 (Process Model)	40
EA716	Mechatronics 2 (PLC Automation)	40
EA722	Introductory Dynamics	40
EA762	Mechanical Equipment	40
EA804	Introductory Strength of Materials	40
EA859	Statics	60
EA929	SCADA Systems	40
EB050	Engineering Project	80
EB160	PLC Applications	40
EB177	Microprocessor Applications 1	40
EB178	Microprocessor Applications 2	40
EB650	Materials for Engineering	40
EB704	Mechanical Design	40
EB709	Mechatronics 4 (Analog Automation)	80
EB770	Robotics 2	40
NE177	Programmable Logic Controllers 1	40
NE179	Digital Electronics 1	40
NM006	Computer Aided Drafting A	40
NM014	Robotics 1	40
NM031	Pneumatics 1	40
NM033	Fluid Power Control 1	40
NM058	Hydraulics 3	40
NUE052	Applied Electricity 1	40
NUE054	Applied Electricity 2	40
VBH393	Motor Control Fundamentals	40
VBH394	Motor Control 1	60
VBH395	Motor Control 2	60
Advanced Diploma Level Modules		
(maximum of 240 hours in this group)		
Module Unit of Study Code		Hours
EA501	Production Planning and Control Main Function	20
EB031	Quality Management	40
EB040	Quality Control and Computing	20
EB041	Quality Manual Development Writing	40
EB060	Managing CAD Systems	40
EB070	Engineering Management	40
EB072	Critical Path and Project Analysis	40
EB073	Project Planning	20
EB122	Computer Graphics	40
EB123	Computer Systems Management	40
EB507	Production Planning and Control – Charting Techniques	20
EB508	Production Planning and Control Estimating and Planning Techniques	40
EB509	Production Planning and Control–Forecasting	40
EB520	Statistical Quality Control 1	40
EB521	Statistical Quality Control 2	40
EB701	Advanced Machine Design	40
EB702	Dynamics of Industrial Machines	40
EB703	Machine Design	40
EB704	Mechanical Design	40
EB705	Project Mechanical Design Synthesis	80
EB712	Plant Layout	40
EB714	Electro-Fluid Power Systems	40
EB720	Fluid Mechanics 2	40
EB770	Robotics 2	40
EB771	Advanced Dynamics	40
EB785	Dimensional Metrology–Advanced Techniques	40
EB786	Dimensional Metrology–Complex Forms	40
EB840	Advanced Strength of Materials	40
ED024	Instrumentation and Controls 1A	0

ED025	Instrumentation and Controls 1B	40
ED028	Total Quality Control	80
ED032	Industrial Maintenance 2A	40
ED033	Fluid Power Installation and Maintenance	80
ED039	Fluid Power Design 1	80
ED040	Computer Aided Drafting 1	80
ED041	Computer Aided Drafting 2	80
ED042	Statistics	40
ED053	Introduction to Environmental Management	60
ED058	Introduction to Financial Management	60
EA717	Human Factors	40
EB030	Advanced Quality Concepts	40

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

Advanced Diploma of Engineering Technology [Civil]

incorporating

Diploma of Engineering Technology [Civil]

Course Code: 20020VIC Advanced Diploma

Course Code: 20019VIC Diploma

Campus

Sunshine.

Career Opportunities

Technical Officer, Engineering Assistant, Design Draftperson.

Scope of Delivery

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

Course Objectives

This course is designed to be job orientated while still providing soundly based theoretical knowledge to equip students to work in an area of rapidly changing technology. Flexible structuring of this course caters for the needs and the interests of students and employers. Entrance requirements are also flexible and qualifications and experience gained in industry are taken into consideration.

The Advanced Diploma of Engineering(20020VIC) [Civil] is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant. Design Draftperson and similar classifications in Government departments, semi government instrumentalities and private industry. People employed in the positions are required to have a high degree of skill and specialist knowledge in order to provide support to professional engineers in a wide variety of tasks.

Entry Requirements

To qualify for admission to the course, applicants must have Year 11 or completion of the Certificate III in Engineering – Production Systems(MEM30198) or Certificate III in Engineering – Technician(MEM30598) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

Enter and/or interview.

Course Duration

Total course hours – 1200. The course is designed to be completed in two years of full-time study or approximately five years of part-time study.

Modules are selected according to structural or municipal stream selection requirements. The course provides the student with the opportunity to study a clearly defined stream that suits the particular needs and interests of both the student and the employer.

The Advanced Diploma of Engineering consists of 30 modules (21 EA modules and 9 EB modules).

Course Structure

Structural Stream

Year One – Common Modules

Unit of Study Code		Hours
EA002	Engineering Maths A	40
EA030	Workplace Communications	40
EA050	Engineering Computing	40
EA059	Statics	60
EA061	Engineering Graphics	40
EA064	Computer Aided Drafting A	40
EA065	Computer Aided Drafting B	40
EA071	Planning/Estimating and Costing	20
EA801	Civil Materials Concrete 1	20
EA804	Intro to Strength of Materials	40
EA805	Load Analysis	20
EA812	Drafting Reinforced Concrete 1	40
EA813	Drafting Roads 1	40
EA815	Drafting Steelwork 1	40
EA820	Survey Measurement 2	40
EA854	Geoscience Geology	40
EA855	Hydraulics Mechanics	20
EA856	Intro to Road Engineering	40
EA860	Survey Computations	40
EA861	Survey Measurement 1	40

Year Two – Environmental Stream Modules

EA040	Occupational Health and Safety	20
EA065	Computer Aided Drafting B	40
EA066	Computer Aided Drafting C	40
EA070	Engineering Organisations	40
EA803	Civil Materials - Soils A	40
EA810	Drafting Pipelines	40
EA814	Drafting Roads 2 Urban	40
EA850	Civil Construction Techniques A	20
EA851	Civil Construction Techniques B	20
EA857	Pipe and Channel Flow	20
EA858	Site Investigation	40
EA868	Traffic Control	40
EB851	Environmental Engineering	40
EB854	Storm Water Drainage	40
EB858	Waste Water Engineering	40
EB859	Water Engineering	40
EB860	Geometric Road Design	40
EB861	Minor Civil Engineering Projects A	20
EB862	Minor Civil Engineering Projects B	20
EB863	Minor Civil Engineering Projects C	20
EB864	Minor Civil Engineering Projects D	20
EB866	Pavement Design	40
EB868	Municipal Design	40
EB870	Engineering Surveying 1	40
EB071	Project Management	40
EB878	Civil Engineering Computer Applications	40

Year Two – Structural Stream Modules

EA040	Occupational Health and Safety	20
EA066	Computer Aided Drafting C	40
EA067	Computer Aided Drafting D	40
EA070	Engineering Organisations	40
EA803	Civil Material, Soils A	40
EA850	Civil Construction Techniques A	40
EA851	Civil Construction Techniques B	40
EA858	Site Investigation	40
EB830	Reinforced Concrete Design 1	40
EB831	Reinforced Concrete Design 2	40
EB832	Beam and Column Analysis	40
EB840	Advanced Strength of Materials	40
EB850	Civil Estimating	40
EB852	Foundations 1	40
EB853	Foundations 2	20
EB855	Structural Steel Design 1	60
EB856	Structural Timber Design	20
EB861	Minor Civil Engineering Projects A	20

EB862	Minor Civil Engineering Projects B	20
EB863	Minor Civil Engineering Projects C	20
EB864	Minor Civil Engineering Projects D	20
EB071	Project Management	40
EB874	Structural Steel Design 2	40
EB878	Civil Engineering Computer Applications	40

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

Certificate I in Engineering Technology

Course Code: 11409VIC

Campus

Footscray Nicholson, Newport.

Career Opportunities

Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery

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

Course Objectives

The main aim of the Certificate I in Engineering Technology is designed to assist a person to develop competencies in Australian Qualifications Framework Level 1. The Learning outcomes provide a broad range of foundation studies preparing the student for employment and or leading to further pathways, for example a Traineeship, Apprentice or production training program.

Entry Requirements

The Certificate I in Engineering Technology is designed for participants with a minimum educational background of Year 9 and targeted for Year 10 to Year 12 male and female students. There are no barriers to entry in relation to age, gender, physical ability, social or educational background.

The Certificate I in Engineering Technology is not intended to be used for people currently employed in the metal and engineering industry.

Selection Procedures/Selection Criteria

Applicants for this course are selected via an interview process.

Course Duration

400 nominal hours. Intakes in February, May and September.

Full-time – thirteen weeks.

This course may be offered on a fee for service basis and as a VET in Schools program.

Course Structure

The Certificate I in Engineering Technology is a one year, full-time course that involves 400 hours of provider-based training, consisting of 10 equivalent modules of 40 Hours. The course is designed as a broad based skilling program with the emphasis in preparing the student for a career in engineering, further study and the work environment. The Certificate I in Engineering Technology comprises 280 nominal hours of course modules plus 120 hours of elective modules and 10 days in work placement.

Compulsory Core Modules (equivalent to 7 full modules)

Unit of Study Code		Hours
EPC173	Functional Mathematics	20
NBB01	Communications and Industrial Relations	40
NBB02	Occupational Health and Safety	20
NBB05	Quality Concepts	20
NBB06	Machining	40
NBB07	Hand and Power Tools	40
NBB09	Welding and Thermal Cutting	40
NBB12	Engineering Drawing Interpretation 1	40
NBB14	Introduction to Electricity & Electronics	20

Elective Modules (equivalent to 3 full 40 hrs modules)

Select a minimum of 3 equivalent full 40 hrs modules from the following:

NM01	Milling 1	40
NM16	Drills and Drilling Machines	40
NM25	Turning 1 - Parallel Turning	40

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

Requirements for the Credential

The Certificate I in Engineering will be awarded on satisfactory completion of the course outcomes (400 hours), plus a submission of a portfolio of evidence showing a minimum of ten (10) days of workplacement activities/projects be submitted.

Recognition of Credential

The course has the endorsement of the Engineering Industry Training Board (E.S.T.B).

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

**Engineering (Certificate I–III)
[New Apprenticeships]**

It is anticipated that two new courses will be introduced within the Metal and Engineering Training Package to be delivered Australia wide in 2005. Details of the courses, Certificate II in Engineering Studies and Certificate III in Engineering Studies are yet to be confirmed. Victoria University intends to deliver the new courses in 2005.

Campus

Footscray Nicholson, Newport, Melton.

Career Opportunities

Prepare students for Traineeships, Apprenticeships or Production Training Programs.

Scope of Delivery

Day release.

Course Objectives

The courses leading to qualifications described in this brochure are based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) to meet the training and skills recognition needs of the manufacturing and engineering industry in Australia.

All qualifications in the Training Package are based on the National Metal and Engineering Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package qualifications

	Minimum points required	Industrial 'C' level outcome
Certificate I in Engineering(MEM10198)	16	C 13
Certificate II in Engineering (Production)(MEM20198)	32	C 12
Certificate II in Engineering (Production Technology)(MEM20298)	64	C 11
Certificate III in Engineering (Production Systems)(MEM30198)	96	C 10

Certificate III in Engineering (Mechanical Trade)(MEM30298)*	96	C 10
Certificate III in Engineering (Technician)(MEM30598)Yr12+40 or AQF III+12		C 9

*This course is offered to industry-based clients only.

Entry Requirements

Certificate I in Engineering(MEM10198)

Certificate II in Engineering (Production)(MEM20198) or (Production Technology)(MEM20298)

Certificate III in Engineering (Production Systems)(MEM30198)

To participate in these courses a person must be employed in a production occupation, and possess Basic English language, literacy and numeracy skills.

Certificate III in Engineering (Technician)(MEM30598)

Either Certificate III in Engineering (Production Systems)(MEM30198) or Year 12.

Certificate III in Engineering (Mechanical Trade)(MEM30298)

Year 11 or 12 and current employment as an apprentice.

Selection Procedures/Selection Criteria

Selection is conducted by Employer.

Course Structure

The Metal and Engineering Competency Standards Units of Study are divided into three (3) categories, which are used to describe the necessary components of a particular skill profile for jobs within the industry.

The three categories are:

Foundation Units of Study – competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level Units of Study and will form part of the skills profile of all employees.

Core Units of Study – define competencies which are common and necessary across a range of classifications and positions in the Metal and Engineering Industry.

Specialisation Units of Study – describe the diverse range of competencies needed across the industry. The Specialisation Units of Study are also divided into ‘bands’, with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation Units of Study are regarded both band A and band B Units of Study.

Band A – represents a range of competencies which may be used for career progression up to classification C8.

Band B – represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

Each unit of competency has an allocated weight shown as ‘unit weight points’. Each qualification includes an identified number of points. The Units of Study selected for the qualification must have a combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite Units of Study involved. Note that the points for any particular unit can only be counted once in each qualification.

Foundation and Core Competencies

Foundation competency Units of Study

Code	
MEM1.1FA	Undertake interactive workplace communication
MEM1.2FA	Apply principles of occupational health and safety in a work environment
MEM1.3FA	Apply quality procedures
MEM1.4FA	Plan to undertake a routine task

Note: Foundation Units of Study do not carry unit weight points

Core competency Units of Study – Band 1

At Certificate II in Engineering – Production (C12), the Foundation Units of Study and the C12 Core unit is needed.

The C12 Core unit is:	Unit Weight Points
MEM2.1C12 Apply quality systems	2
Total Core points at C12 =	2

At Certificate II in Engineering – Production Technology (C11), the Foundation Units of Study, C12 Core unit and C11 Core Units of Study are required.

The C11 Core unit is:	Unit Weight Points
MEM2.2C11 Organise and analyse information	2
MEM2.3C11 Operate in a work based team environment	2
MEM2.4C11 Assist in the provision of on the job training	2
MEM2.5C11 Measure with graduated devices	2
Add C12 Core points	2
Total Core points at C11 =	10

At Certificate III in Engineering – Trade/Production (C10), the Foundation Units of Study, C12 Core unit, C11 Core Units of Study and C10 Core Units of Study are required.

The C10 Core unit is:	Unit Weight Points
MEM2.6C10 Plan a Complete Activity	4
MEM2.7C10 Perform Computations – Basic	2
MEM2.8C10 Perform Computations	2
MEM2.9C10 Perform Computer Operations	2
Add C12 and C11 Core points	10
Total Core points at C10 =	20

Core Competency Units of Study – Band 2

Total of 16 points to be gained by C5
(see notes attached to qualifications above 96 points)

MEM2.10C5 Write Reports	2
MEM2.11C5 Research and Prepare Presentations and Reports	2
MEM2.13C5 Perform Mathematical Computations	4
MEM2.14C5A Use Graphical Techniques & Perform Simple Statistical Computations	2
MEM2.15C5A Operate in an Autonomous Team Environment	2
MEM2.16C5A Interpret Quality Specifications and Manuals	4
Total Core points in band 2 =	16

Note: C12, C11, C10 and C5 refer to industrial classifications.

- For a complete list of the available Competency Standards refer to the Metal and Engineering Industry National Competency Standards – available through the teaching department.
- Competency standards Units of Study for Certificate III 'Production' and 'Trade' qualifications listed by Stream
- Units of Study of at least 40 points value must be drawn from specified fields and/or Units of Study to obtain the particular stream outcome. Any combination may be selected from within a specified stream provided pre-requisite requirements are met.

Examples of Training Package Programs appropriate for a person working in Fitting and Machining

EXAMPLE ONE:

MEM30298 Certificate III in Engineering – Mechanical Trade

Foundation Units of Study

MEM1.1FA Undertake interactive workplace communication	0
MEM1.2FA Apply Principles OH&S in work environment	0
MEM1.3FA Apply quality procedures	0
MEM1.4FA Plan to undertake a routine task	0

Core Units of Study

MEM2.1C12 Apply quality systems	2
MEM2.2C11 Organise and analyse information	2
MEM2.3C11 Operate in a work based team environment	2
MEM2.4C11 Assist in the provision of on the job training	2
MEM2.5C11 Measure with graduated devices	2
MEM2.6C10 Plan a complete activity	4
MEM2.7C10 Perform computations – basic	2
MEM2.8C10 Perform computations	2
Pre-requisites – 2.7C10	
MEM2.9C10 Perform computer operations	2
MEM2.13C5 Perform mathematical computations	4

Pre-requisites – 2.7C10, 2.8C10

Elective Units of Study

MEM2.1C12 Apply quality systems	2
MEM5.12A Perform routine M.A and/or G.M.A.W	2
MEM6.7AA Perform basic heat/ quench, temp, and anneal.	2
MEM7.1AA Operational maintenance machines/ equipment	2
MEM7.2AA Perform precision shaping/planning/ slotting operation	4
Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.5AA Perform general machining	8
Pre-requisites – 2.5C11, 9.2A, 18.1A	
MEM7.6AA Perform lathe operations	4
Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.7AA Perform milling operations	4
Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.8AB Perform grinding operations	4
Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.9AA Perform precision jig boring operations	4
Pre-requisites – 9.2A, 12.3A, 7.5A, 7.7A, 18.1A	
MEM7.10AA Perform tool and cutter grinding operations	4
Pre-requisites – 12.3A, 9.2A, 18.1A, 7.8A, 7.5A	
MEM7.11AA Complex milling operations	4
Pre-requisites – 2.13C5, 7.5A, 7.7A, 9.2A, 12.3A, 18.1A	
MEM7.12AA Complex grinding operations	4
Pre-requisites – 7.5A, 9.2A, 18.1A, 12.3A, 7.8A	
MEM7.21AA Perform Complex lathe operations	4
Pre-requisites – 2.13C5, 7.5A, 7.6A, 9.2A, 12.3A, 18.1A	
MEM9.1AA Draw and interpret sketch	2
MEM9.2AA Interpret technical drawing	4
MEM12.1AA Use comparison & basic measuring devices	2
MEM12.3AA Precision mechanical measurement	2
MEM12.6A Mark out/off (general engineering)	4
Pre-requisites – 9.2A	
MEM16.1BA Give formal presentations & take part in meetings	2
MEM18.1AB Use hand tools	2
MEM18.2AA Use hand tools/hand held operations	2
MEM18.3AB Use tools for precision work	4
Pre-requisites – 18.2A	
Total Points	96

EXAMPLE TWO:

MEM30298 Certificate III in Engineering – Mechanical Trade (Maintenance & Fluid Power)

Foundation Units of Study

MEM1.1FA Undertake interactive workplace communication	0
MEM1.2FA Apply Principles OH&S in work environment	0
MEM1.3FA Apply quality procedures	0
MEM1.4FA Plan to undertake a routine task	0
MEM2.1C12 Apply quality systems	2
MEM2.2C11 Organise and analyse information	2
MEM2.3C11 Operate in a work based team environment	2
MEM2.4C11 Assist in the provision of on the job training	2
MEM2.5C11 Measure with graduated devices	2
MEM2.6C10 Plan a complete activity	4
MEM2.7C10 Perform computations – basic	2
MEM2.8C10 Perform computations	2
Pre-requisites – 2.7C10	
MEM2.9C10 Perform computer operations	2
MEM2.13C5 Perform mathematical computations	4
Pre-requisites – 2.7C10, 2.8C10	

Elective Units of Study

MEM5.12A Perform routine M.A and/or G.M.A.W	2
MEM7.5A Perform general machining	4
Pre-requisites – 2.5C11, 9.2A, 18.1A	
MEM7.6A Perform lathe operations	8
Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.7A Perform milling operations	4
Pre-requisites – 7.5A, 9.2A, 18.1A	
MEM7.8AB Perform grinding operations	4
Pre-requisites – 7.5A, 9.2A, 18.1A	

MEM9.1A	Draw and interpret sketch	2
MEM9.2A	Interpret technical drawing	4
MEM12.1AA	Use comparison & basic measuring devices	2
MEM12.3AA	Precision mechanical measurement	2
MEM12.6AA	Mark out/off (general engineering)	4
	Pre-requisites – 9.2A	
MEM18.1AB	Use hand tools	2
MEM18.2AA	Use hand tools/hand held operations	2
MEM18.3AB	Use tools for precision work	4
	Pre-requisites – 18.2A	
MEM18.5AA	Bearings-fault Diagnose Installation & Removal	4
	Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A, 18.6A	
MEM18.6AA	Dismantle/Repair/Replace/ Assemble & Fit Engineering Components	6
	Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.55A	
MEM18.18AB	Maintain Pneumatic System Components	4
	Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A	
MEM18.19AA	Maintain and Repair Pneumatic Systems	4
	Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 1 8.55A, 18.18A	
MEM18.20AB	Maintain Hydraulic System Components	4
	Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A	
MEM18.21AA	Maintain and Repair Hydraulic Systems	4
	Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 1 8.20A	
MEM18.55AA	Dismantle, Replace & Assemble Engineering Components	3
	Pre-requisites – 2.5C11, 9.1A, 18.1A, 18.2A	
	Total Points	97

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

Certificate IV in Engineering Technology

Course Code: 20018VIC

Campus

Footscray Nicholson, Newport, Sunshine.

Career Opportunities

Supervisors, Technicians

Scope of Delivery

Part-time, day release.

Course Objectives

The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C7. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.

Entry Requirements

To qualify for admission to the course, applicants must have completed the Certificate III in Engineering–Mechanical Trade(MEM30298) or Certificate III in Engineering–Fabrication Trade(MEM30398).

Selection Procedures/Selection Criteria

Applicants are selected via an interview process.

Course Duration

The course may be offered on a full-time basis over a period of 360 nominal hours or part-time equivalent.

Course Structure

The course requires completion of a range of modules drawn from a number of streams including:

- Fabrication;
- Mechanical.

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

The course consists of 9 modules, at nominally 40 hours per module.

Fluid Power Stream

Unit of Study Code		Hours
EB714	Electro Fluid Power Control Systems 2*	40
EB755	Fluid Power System Project	80
NBB079	Hand and Power Tools	40
NBB08	Electrical Fundamentals	40
NBB13	Engineering Science	40
NM30	Fluid Power	40
NM31	Pneumatics 1	40
NM32	Hydraulics 1	40
NM33	Fluid Power Control 1*	40
NM34	Air Compression and Distribution	40
NM57	Hydraulics 2	40
NM58	Hydraulics 3*	40
NM59	Hydraulics 4*	40
NM60	Pneumatics 2	40
NM61	Pneumatics 3*	40
NM62	Pneumatics 4*	40
NM63	Fluid Power Control 2*	40

Industrial Maintenance Stream

Unit of Study Code		Hours
EA711	Mechanical Drive Components	40
EA760	Lubrication	40
EA762	Mechanical Equipment	40
EA763	Vibration Monitoring Condition	40
NBB11	Mechanical components	40
NM15	Fitting Techniques 1	40
NM22	Mechanical Repair and Installation	40
NM23	Plant Condition Monitoring*	40
NM28	Fitting Techniques 2	40
NM29	Mechanical Power Transmission	40
NM39	Engines 1	40
NM42	Water Pumping	40
NM43	Pumps Applications and Maintenance/Installation	40

Toolmaking Stream

Unit of Study Code		Hours
NM45	Electrical Discharge Machining – Process & Operation	40
NM46	Press Tool 1–Introduction	40
NM47	Press Tool 2–Blank and Pierce	40
NM48	Press Tool 3–Bend	40
NM49	Press Tool 4–Draw Dies	40
NM50	Press Tool 5–Progressive Dies	40
NM64	Press Tool Drawing	40
NM88	Press Tool Maintenance	40
NM96	Precision Fitting and Assembly	40

Numerical Control Stream

Unit of Study Code		Hours
NM09	Computer Numerical Control Machining	40
NM10	Computer Numerical Control Turning	40
NM11	Computer Numerical Control Turning 2	40
NM12	Computer Numerical Control Milling 1	40
NM13	Computer Numerical Control Milling 2	40
NM81	CAM 1–Concepts*	40
NM82	CAM 2–2D Programming*	40
NM91	CAM 3–2D CNC Mill Operations*	40
NM92	CAM 4–CNC Lathe Operations*	40

*Dual status EA module, recognised as EA Level.

Note: Modules offered may vary from semester to semester. Students should consult the Department regarding availability of the above listed modules.

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

Certificate IV in Engineering

Course Code: MEM40103

Campus

Footscray Nicholson, Newport, Sunshine.

Career Opportunities

Supervisors, Technicians.

Scope of Delivery

Part-time, day release.

Course Objectives

The course has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. with the aim of meeting training and skills recognition needs of the manufacturing and engineering industry in Australia.

Entry Requirements

To qualify for admission to the course, applicants must -

- (i) demonstrate, to the satisfaction of the Head of Department, that they are capable of successfully completing the course; or
- (ii) have successfully completed one of the following:
 - (a) MEM30198 Certificate III in Engineering (Production Systems)
 - (b) MEM30298 Certificate III in Engineering (Mechanical Trade)
 - (c) MEM30398 Certificate III in Engineering (Fabrication Trade)
 - (d) MEM30498 Certificate III in Engineering (Electrical/Electronic Trade)
 - (e) MEM30603 Certificate III in Marine Craft Construction
 - (f) AUR32199 Certificate III in Marine (Installation)
 - (g) AUR32299 Certificate III in Marine (Mechanics)
 - (h) MEM30803 Certificate III in Jewellery Manufacture

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 through work and/or life experience.

Selection Procedures/Selection Criteria

Applicants are selected via an interview process.

Course Duration

The course may be offered on a full-time basis over a period of 360 – 1320 nominal hours or part-time equivalent.

Course Structure

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

- Metal and Engineering Training Package Policy Document (Nov98) (V4 20/08/03).
- Metal and Engineering Industry National Competency Standard, Volume 1-3 (Nov98) (V4 20/08/03).

Students who enter the course pursuant to paragraph (i), and successfully complete the following –

Core Units of Study

Unit of Study Code	Hours
MEM1.1FA Undertake interactive workplace communication	20
MEM1.2FA Apply principles of occupational health and safety in a work environment	20
MEM1.3FA Apply quality procedures	20
MEM1.4FA Plan to undertake a routine task	20

Plus 20 points of Band 1 Core Units of Study required for the C10 industrial classification;

Plus 112 points in Units of Study selected in accordance with paragraph 4 having regard to Specialisation band A and/or band B Units of Study (including dual band A/band B Units of Study) and/or band 2 Core Units of Study (maximum of 12 points from band B/band 2 Core);

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Advanced Diploma of Engineering Technology

incorporating

Diploma of Engineering Technology [Streams in Mechanical, Manufacturing and Mechatronics]

Course Code: 20020VIC Advanced Diploma

Course Code: 20019VIC Diploma

Campus

Newport, Sunshine.

Career Opportunities

Technical Officer, Engineering Assistant.

Scope of Delivery

This course is conducted on a full-time and part-time basis.

Course Objectives

The Advanced Diploma of Engineering Technology provides high level training for the engineering industry at the engineering advanced level. The skills gained may be used in solving practical and theoretical problems, and supervising and training technical, trade and unskilled staff. Engineering associates are responsible to engineers or management for carrying out engineering operations and devising better practices to improve the quality of products and processes in workshops, research laboratories and in the field.

Entry Requirements

To qualify for admission to the course, applicants must have Year 11 or completion of the Certificate III in Engineering – Production Systems(MEM30198) or Certificate III in Engineering–Mechanical Trade(MEM30298) or Certificate III in Engineering–Fabrication Trade(MEM30398) or Certificate III in Engineering – Technician(MEM30598) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

Applicants are selected via an interview process.

Course Duration

Full-time – Two years (or 1 year after completion of Diploma)

Part time – Dependent on the number of modules undertaken each year.

Diploma – 600 hours

Advanced Diploma (Stages 1 and 2) – 1200 hours.

Course Structure

Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules. Basic Modules Recommended (Manufacturing and Mechanical)

Unit of Study Code	Hours
EA000 Basic Statistics	40
EA002 Engineering Maths A	40
EA003 Engineering Maths B	40
EA010 Materials Science	40

EA011	Science	40
EA027	Presenting Reports	20
EA030	Workplace Communications	40
EA032	Writing Technical Documents	20
EA040	OH&S for Supervisors	40
EA050	Engineering Computing	40
EA060	Engineering Design Concepts	20
EA061	Engineering Graphics	40
EA070	Engineering Organisations	40
EA080	Engineering Measurement	20
EA506	Gauge Design Concepts	40
EA701	Engineering Drawing (Detail)	40
EA710	Dimensional Metrology – Basic	40
EA741	Workshop Processes (Machine Shop)	40
EA775	Introduction to Metrology	40
EA790	Manufacturing Processes	40
NM14	Robotics 1	40

MANUFACTURING MODULES

Computer Numerical Control (CNC)

Unit of Study Code		Hours
NM09	Computer Numerical Control Machining	40
NM10	Computer Numerical Control Turning 1	40
NM11	Computer Numerical Control Turning 2	40
NM12	Computer Numerical Control Milling 1	40
NM13	Computer Numerical Control Milling 2	40

Computer-Aided Manufacturing (CAM)

Unit of Study Code		Hours
NM81	CAM 1–Concepts	40
NM82	CAM 2–2D Programming	40
NM91	CAM 3–2D CNC Mill Operations	40
NM92	CAM 4–CNC Lathe Operations	40
NM93	CAM 5–3D Programming	40
NM94	CAM 6–3D CNC Mill Operations	40

CAD/CAM Stage 1

Unit of Study Code		Hours
EA069	Computer-Aided Drafting Systems	20
EA517	Computer Applications to Plastic Tool Design	40
EA518	CAD Tool Design Project	40
EA700	Computer-Aided Manufacturing Systems	40
EA705	Computer Based Modelling and Application System	40

CAD/CAM Stage 2:

Unit of Study Code		Hours
EB122	Computer Graphics	40
EB123	Computer Systems Management	40
EB722	Computer Based Modelling	
	Design and Drafting Project:	40
EB050	Engineering Project	80

Computer-Aided Drafting (CAD) Stage 1

Unit of Study Code		Hours
EA062	Computers and Applications to CAD	40
EA065	Computer-Aided Drafting B	40
EA066	Computer-Aided Drafting C	40
EA067	Computer-Aided Drafting D	40
EA068	Computer-Aided Drafting 3D	40
EA074	CAD Modelling Concepts	40
NM06	Computer-Aided Drafting A	40

Computer-Aided Drafting (CAD) Stage 2:

Module Unit of Study Code		Hours
EB060	Managing CAD Systems	40
EB061	Managing CAD Utilities	40

Robotics

EB770	Robotics 2	40
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Dimensional Metrology

Module Unit of Study Code		Hours
EA710	Dimensional Metrology-Basic	40
EA773	Dimensional Metrology-Measuring and Testing	40
EB785	Dimensional Metrology-Advanced Technology.	40
EB786	Dimensional Metrology-Complex Forms	40

MECHANICAL MODULES

Engineering Design, Applied Mechanics

Unit of Study Code		Hours
EA001	Calculus	40
EA126	Introduction to Programming	40
EA703	Engineering Drawing (Structural and Mechanical)	40
EA706	Fluid Mechanics 1	40
EA711	Mechanical Drive Components	40
EA714	Thermodynamics 1	40
EA715	Mechatronics 1–Process Model	40
EA716	Mechatronics 2–PLC Automation	40
EA772	Introductory Dynamics	40
EA780	Design for Manufacture	40
EA804	Introductory Strength of Materials	40
EA805	Load Analysis	20
EA859	Statics	60
EB030	Advanced Quality Concepts	40
EB050	Engineering Project	80
EB650	Materials for Engineering	40
EB701	Advanced Machine Design	40
EB702	Dynamics of Industrial Machines	40
EB703	Machine Design	40
EB704	Mechanical Design	40
EB705	Project Mechanical Design Synthesis	80
EB709	Mechatronics 4–Analogue Automation	80
EB711	Thermodynamics 2	40
EB712	Plant Layout	40
EB720	Fluid Mechanics 2	40
EB771	Advanced Dynamics	40
EB832	Beam and Column Analysis	40
EB840	Advanced Strength of Materials	40
EB855	Structural Steel Design 1	40
EB874	Structural Steel Design 2	40

Fluid Power

Unit of Study Code		Hours
EA160	Advanced PLCs	40
EA706	Fluid Mechanics 1	40
EA708	Industrial Fluid Power 1	40
EA709	Industrial Fluid Power 2	40
EA904	Control Concepts	40
EB714	Electro Fluid Power Systems	40
EB723	Fluid Power (Systems Concepts)	40
EB724	Fluid Power (Component Selection and Testing)	40
EB725	Fluid Power (Component Testing and System/ Space Analysis)	40
EB755	Fluid Power Systems Project	80
NM33	Fluid Power Control 1	40
NM34	Air Compression Distribution	40
NM57	Hydraulics 2	40
NM58	Hydraulics 3	40
NM59	Hydraulics 4	40
NM60	Pneumatics 2	40
NM61	Pneumatics 3	40
NM62	Pneumatics 4	40
NM63	Fluid Power Control 2	40

Contact Department for details on Mechatronics stream.

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

Certificate II in Automotive Manufacturing

Course Code: AUM20100

Campus

On-site to Industry

Career Opportunities

Vehicle Manufacturing Industry.

Scope of Delivery

This course is delivered to Industry.

Course Objectives

The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

Entry Requirements

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

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

Applicants will be required to attend an interview.

Course Duration

The course may be offered on a full-time basis over 410 nominal hours or part-time equivalent.

Course Structure

AUM9001A	Monitor and maintain workplace environment
AUM9002A	Receive and dispatch materials, equipment and tools
AUM9003A	Prepare and process materials and components
AUM9004A	Prepare and use/operate equipment, tools and/or machinery
AUM9005A	Monitor and maintain continuous improvement of systems and processes
AUM9006A	Monitor and maintain equipment, tools and machinery
AUM9007A	Manage personal work priorities
AUM9008A	Manage effective workplace relationships
AUM9009A	Work effectively with others in teams.

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

Certificates in Engineering (Fabrication/Structural Steel/Sheetmetal Worker) Metal & Engineering Training Package [Fabrication Stream]

Campus

Newport, Melton.

Career Opportunities

Fabrication, structural steel, sheetmetal worker.

Scope of Delivery

Part-time only.

Objectives of Training Package

The courses leading to qualifications described in this brochure are based upon the Metal and Engineering Training Package which have been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) to meet the training and skills recognition needs of the manufacturing and engineering industry in Australia

All qualifications in the Training Package are based on the National Metal and Engineering Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Entry Requirements

Students must be employed as trainees or apprentices in their respective trade areas.

Selection Procedures/Selection Criteria

Interview process.

Course Duration

The complete course consists of three years part time schooling. The employer provides the trainee/apprentice with eight hours per work release for off the job training.

Course Structure

The course is studied on a competency basis; where trainees/apprentices select competencies from the National Metal and Engineering Competency Standards. Each competency deals with knowledge and practical skills that match the National Competency Standards.

Certificates in Engineering (Fabrication)

Code

MEM10198 (F)	Certificate I in Engineering
MEM20198 (F)	Certificate II in Engineering Production (Level 1)
MEM20298 (F)	Certificate II in Engineering Production Technology (Level 2)
MEM30198 (F)	Certificate III in Engineering Production Systems (Level 3)
MEM30398 (F)	Certificate III in Engineering Fabrication (Trade) [Light and Heavy]
20018VICF	Certificate IV in Engineering Technology
20019VICF	Diploma of Engineering Technology [Fabrication]
20020VICF	Advanced Diploma of Engineering Technology [Fabrication/Supervision/Inspection]

All of the above qualifications are derived from a bank of National Competency Standard Units of Study, and careful selection and numbers will determine the Certificate/Diploma Level and (AQF) Framework.

Structure of Training Package

The Metal and Engineering Competency Standards Units of Study are divided into three (3) categories, which are used to describe the necessary components of a particular skill profile for jobs within the industry.

The three categories are:

Foundation Units of Study – competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level Units of Study and will form part of the skills profile of all employees.

Core Units of Study – define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry.

Specialisation Units of Study – describe the diverse range of competencies needed across the industry. The Specialisation Units of Study are also divided into 'bands', with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation Units of Study are regarded both band A and band B Units of Study.

Band A represents a range of competencies which may be used for career progression up to classification C8.

Band B represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

Each unit of competency has an allocated weight shown as 'unit weight points'. Each qualification includes an identified number of points. The Units of Study selected for the qualification must have a combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite Units of Study involved. Note that the points for any particular unit can only be counted once in each qualification.

Summary of Training Package Qualifications

	Minimum points required	Industrial 'C' level outcome
Certificate I in Engineering	16	C14
Certificate II in Engineering – Production	32	C13
Certificate II in Engineering–Production Technology	64	C12
Certificate III in Engineering–Production Systems	96	C11
Certificate III in Engineering–Mechanical Trade	96	C10
Certificate III in Engineering–Fabrication Trade	96	C10
Certificate III in Engineering– Technician	Year 12+40	
or AQF III + 12		C9
Certificate IV in Engineering – Higher		
Engineering Trade	132	
or AQF III + 36		C7
Listed below are the Engineering Industry Competency Standards (Fabrication).		
MEM1.1FA Undertake Interactive Work Place Communication	2	
MEM1.2FA Apply Principles of OH&S in Work Environment	2	
MEM1.3FA Apply Quality Procedures	2	
MEM1.4FA Plan to Undertake a Routine Task	2	
MEM2.1C12A Apply Quality Systems	2	
MEM2.2C11A Organise and Analyse Information	2	
MEM2.3C11B Operate in a Work Based Team Environment	2	
MEM2.4C11A Assist in the Provision of on-the-job training	2	
MEM2.5C11A Measure with Graduated Devices	2	
MEM2.6C10A Plan a Complete Activity	4	
MEM2.7C10A Perform Communications Basic	2	
MEM2.8C10A Perform Computations	2	
MEM2.9C10A Perform Computer Operations	2	
MEM2.10C5A Write Reports	2	
MEM2.13C5A Perform Mathematical Computations	4	
MEM3.1AA Manual Production Assembly	4	
MEM3.2AA Precision Assembly	4	
MEM5.1AA Manual Soldering/Desoldering – electrical/electronic components	4	
MEM5.3AA Soft Soldering (Basic)	2	
MEM5.4AB Perform Routine F.G.W	2	
MEM5.5AA Carry Out Mechanical Cutting	2	
MEM5.6AA Perform Brazing and/or Silver-Soldering	2	
MEM5.7AB Manual Heating and Thermal Cutting	2	
MEM5.8AB Advanced Manual Thermal Cutting, Gouging, Shaping	2	
MEM5.9AB Automated Thermal Cutting	2	
MEM5.10AA Undertake Fabrication, Forming, Bending and Shaping	8	
MEM5.11AB Assemble Fabricated Components	8	
MEM5.12AB Perform Routine Manual Metal Arc Welding (MMAW)	4	
MEM5.13AB Perform Manual Production Welding	2	
MEM5.14AB Monitor Quality of Production Welding/Fabrication	2	
MEM5.15AB Weld Using MMAW Process	6	
MEM5.16AB Perform Advanced Welding Using MMAW Process	8	
MEM5.17AB Weld Using GMAW Process	6	
MEM5.18AB Perform Advanced Welding Using GMAW Process	8	

MEM5.19AB Weld Using GTAW Process	6
MEM5.20AB Perform Advanced Welding Using GTAW Process	8
MEM5.21A Weld Using FGW	6
MEM5.22AB Perform Advanced Welding Using OAW Process	8
MEM5.23AB Weld Using SAW Process	6
MEM5.24BA Perform Welding Supervision	12
MEM5.25BB Perform Welding/Fabrication Inspection	12
MEM5.26AA Apply Welding Principles	4
MEM5.36AB Repair/Replace/Modify Fabrications	4
MEM5.37AA Geometric Developments	6
MEM5.38AA Advanced Geometric Development Cylindrical/Rectangular	2
MEM 5.39AA Advanced Geometric Development –Conical	2
MEM 5.40AA Advanced Geometric Development –Transitions	4
MEM 5.41AA Weld Using Powder Flame Spraying	4
MEM 6.3AB Carry Out Heat Treatment	6
MEM 6.4AA Select Heat Treatment Process and Test Finished Product	6
MEM 6.7AA Perform Basic Incidental Heat/Quenching Tempering & Annealing	2
MEM 9.1AA Draw and Interpret Sketch	2
MEM 9.2AA Interpret Technical Drawing	4
MEM 9.3AA Prepare Basic Engineering Drawing	8
MEM 9.5AA Basic Engineering Detail Drafting	8
MEM 9.6BA Advanced Engineering Detail Drafting	4
MEM 9.7BA Advanced Mechanical Detail Drafting	4
MEM 9.8BA Advanced Structural Detail Drafting	4
MEM 9.11AA Apply Basic Engineering Design Concepts	6
MEM 10.1AB Erect Structures	4
MEM 10.6AA Install Machine/Plant	4
MEM 10.10AA Install Pipe-Work and Pipe-Work Assembles	4
MEM 11.4AA Undertake Dogging/ Crane Chasing	4
MEM 11.11AAManual Handling	2
MEM 12.1AA Use Comparison and Basic Measuring Devices	2
MEM 12.6AA Mark/Out/Off General Engineering)	4
MEM 12.7AA Mark/Off/Out Structural Fabrication and Shapes	4
MEM 13.1AA Perform Emergency First Aid	1
MEM 13.2AA Undertake OH&S Activities in the Workplace	2
MEM 13.3AA Work Safely with Industrial Chemicals & Materials	3
MEM 14.1BA Schedule Material Deliveries	8
MEM 14.2BA Basic Process Planning	8
MEM 14.3BA Undertake Basic Production Scheduling	8
MEM 15.4AA Perform Inspection (Basic)	2
MEM 15.5AA Perform Inspection (Advanced)	4
MEM 15.10BA Perform Laboratory Procedures	8
MEM 17.1AA Assist in Development and Deliver Training in the workplace	2
MEM 17.2AA Conduct Workplace Assessments	2
MEM 18.1AB Use Hand Tools	2
MEM 18.2AA Use Power Tools/Hand Held Operations	2
MEM 18.3AB Use Tools For Precision Work	4
Welding Certificates	
NF65 Welding Certificate 1/1E	60
NF66 Welding Certificate 2	60
NF67 Welding Certificate 3/3E	60
NF68 Welding Certificate 4	60
NF69 Welding Certificate 5	60
NF70 Welding Certificate 6	60
NF71 Welding Certificate 7	60
NF72 Welding Certificate 8G	60
NF73 Welding Certificate 9	60
NF74 Welding Certificate 8 Flux Cored	60
SUPER Welding Supervision	240
SUPER Welding Inspection	240
Some unit of study descriptors are listed under the Units of Study Details section of this Handbook.	

Metal and Engineering Training Package [Fabrication Stream]

Objectives of Training Package

The courses leading to qualifications described below are based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) to meet the training and skills recognition needs of the manufacturing and engineering industry in Australia

All qualifications in the Training Package are based on the National Metal and Engineering Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package Qualifications

		Minimum points required	Industrial 'C' level outcome
MEM10198	Certificate I in Engineering	16	C 13
MEM20198	Cert II in Engineering–Production	32	C12
MEM20298	Cert II in Engineering–Production Technology	64	C11
MEM30198	Cert III in Engineering–Production Systems	96	C 10
MEM30298	Cert III in Engineering–Fabrication Trade	96	C 10

or
AQF III+12

Entry Requirements

- Certificate I in Engineering(MEM10198)
- Certificate II in Engineering–Production(MEM20198)
- Certificate II in Engineering–Production Technology(MEM20298)
- Certificate III in Engineering–Fabrication Trade [Light & Heavy](MEM30298)
- Certificate IV in Engineering–Higher Engineering Trade(MEM40198)
- To participate in these courses a person must be employed in a production occupation, and possess Basic English language, literacy and numeracy skills.
- Certificate III in Engineering–Fabrication Trade(MEM30298)[Light & Heavy Stream]
- Year 11 or 12 and current employment as an apprentice.

Structure of Training Package

The Metal and Engineering Competency Standards Units of Study are divided into three (3) categories, which are used to describe the necessary components of a particular skill profile for jobs within the industry.

The three categories are:

Foundation Units of Study competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level Units of Study and will form part of the skills profile of all employees

Core Units of Study define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry

Specialisation Units of Study describe the diverse range of competencies needed across the industry. The Specialisation Units of Study are also divided into 'bands', with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation Units of Study are regarded both band A and band B Units of Study.

Band A represents a range of competencies which may be used for career progression up to classification C8.

Band B represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

Each unit of competency has an allocated weight shown as 'unit weight points'. Each qualification includes an identified number of points. The Units of Study selected for the qualification must have a combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite Units of Study involved. Note that the points for any particular unit can only be counted once in each qualification.

Certificate I in Engineering

Course Code: MEM10198F

Campus

Newport.

Course Structure

Participants must complete all foundation Units of Study plus 16 points in Units of Study drawn from Specialisation band A as listed below.

Foundation Competency Units of Study

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note: Foundation Units of Study do not carry unit-weight points

Elective Units of Study

MEM5.4AB	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.6AA	Perform brazing &/or silver soldering	2
MEM5.7AB	Manual heating and thermal cutting & gouging	2
MEM5.21A	Weld using oxyacetylene welding process (OAW) fuel gas welding	4
MEM13.3AA	Work safely with industrial chemicals & materials	2

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

Certificate II in Engineering – Production

Course Code: MEM20198F

Campus

Melton, Newport.

Course Structure

Participants must complete all Foundation Units of Study plus 2 points of band 1 Core Units of Study required for C12, plus 30 points in Units of Study drawn from Specialisation band A.

Foundation Competency Units of Study

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note that Foundation Units of Study do not carry unit weight points

Core Units of Study Band 1

MEM2.5C11A	Measure with graduated devices	2
MEM2.7C10A	Perform computations–basic	2

Elective Units of Study

MEM5.4AB	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.6AA	Perform brazing and/or silver soldering	2
MEM5.7AB	Manual heating and thermal cutting	2

MEM5.8AB	Advanced manual thermal cutting, gouging & shaping	2
MEM5.12AB	Perform routine manual gas metal arc welding	4
MEM5.13AB	Perform manual production welding	2
MEM5.14AB	Monitor quality of production welding/fabrications	2
MEM5.15AB	Weld using manual metal arc welding process	6
MEM5.17AB	Weld using gas metal arc welding process	6

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

MEM2.8C10A	Perform computations	2
MEM2.9C10A	Perform computer operations	2
<i>Elective Units of Study</i>		
MEM5.18AB	Perform advanced welding using gas metal arc welding process (GMAW)	8
MEM5.22AB	Perform advanced welding using oxyacetylene welding process (OAW)	8
MEM5.23AB	Weld using submerged arc welding process	6

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

Certificate II in Engineering – Production Technology

Course Code: MEM20298F

Campus

Melton, Newport.

Course Structure

Participants must complete all Foundation Units of Study plus 10 points of required band 1 Core Units of Study for C11, plus 54 points in Units of Study drawn from Specialisation band A as listed below.

Foundation Competency Units of Study

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note that Foundation Units of Study do not carry unit weight points

Core Units of Study Band 1

MEM2.1C12A	Apply Quality Systems	2
MEM2.3C11B	Operate in a Workbased Team Environment	2

Elective Units of Study

MEM5.16AB	Perform advanced welding using manual metal arc welding process (MMAW)	8
MEM5.19AB	Weld using gas tungsten arc welding process (GTAW)	6
MEM5.20AB	Perform advanced welding using gas tungsten arc welding process (GTAW)	8
MEM5.21A	Weld using oxyacetylene welding process (OAW) fuel gas welding	4

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

Certificate III in Engineering – Production Systems

Course Code: MEM30198F

Campus

Newport.

Course Structure

Participants must complete all Foundation Units of Study plus 20 points of band 1 Core Units of Study required for C10, plus 40 points in Units of Study drawn from the 'Production' stream Specialisation band A Units of Study, plus 36 points in Units of Study drawn from Specialisation band A Units of Study (including dual band A/band B Units of Study)

Foundation Competency Units of Study

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note: Foundation Units of Study do not carry unit weight points

Core Units of Study Band 1

MEM2.4C11A	Assist in the provision of on the job training	2
MEM2.6C10A	Plan a complete activity	4

Certificate III in Engineering – Fabrication Trade [Light & Heavy]

Course Code: MEM130398F

Campus

To be advised.

Course Structure

Participants must complete all foundation Units of Study plus 20 of band 1 Core Units of Study required for C10, plus 40 points in Units of Study drawn from the 'Electrical/Electronic' stream Specialisation band A Units of Study, plus 36 points in Units of Study drawn from Specialisation band A Units of Study (including dual band A/band B Units of Study)

Foundation Competency Units of Study

Code		Unit Weight Points
MEM1.1FA	Undertake interactive workplace communication	0
MEM1.2FA	Apply principles of occupational health & safety in a work environment	0
MEM1.3FA	Apply quality procedures	0
MEM1.4FA	Plan to undertake a routine task	0

Note: that Foundation Units of Study do not carry unit weight points

Core Band 1 Units of Study

MEM2.1C12A	Apply quality systems	2
MEM2.2C11A	Organise & Analyse Information	2
MEM2.3C11B	Operate in a Work Based Team Environment	2
MEM2.4C11A	Assist in the Provision of On-the-Job/Training	2
MEM2.5C11A	Measure with Graduated Devices	2
MEM2.6C10A	Plan a Complete Activity	4
MEM2.7C10A	Perform Computations–Basic	2
MEM2.8C10A	Perform Computations	2
MEM2.9C10A	Perform Computer Operations	2
MEM2.13C5A	Perform Mathematical Computations	4
MEM13.3AA	Work safely with industrial chemicals & materials	2

Elective Units of Study

MEM5.4AB	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.5AA	Carry out mechanical cutting	2
MEM5.7AB	Manual heating and thermal cutting	2
MEM5.10AA	Undertake fabrication, forming, bending & shaping	8
MEM5.11AB	Assemble fabricated components	8
MEM5.15AB	Weld using manual metal arc welding process (MMAW)	6
MEM5.17AB	Weld using gas metal arc welding process (GMAW)	6
MEM5.19AB	Weld using gas tungsten arc welding process (GTAW)	6
MEM5.37AA	Geometric development	6
MEM5.38AA	Advanced geometric development –Cylindrical/Rectangular	2
MEM5.39AA	Advanced geometric development–Conical	2
MEM5.40AA	Advanced geometric development–Transition	4

Drawing, Drafting & Design

Elective Units of Study

MEM9.1AA	Draw & interpret sketch	2
MEM9.2AA	Interpret technical drawing	4

Materials Handling*Elective Units of Study*

MEM11.11AA Manual handling 2

Measurement*Elective Units of Study*

MEM12.7AA Mark off/out structural fabrications & shapes 4

Mechanical*Elective Units of Study*

MEM18.1AB Use hand tools 2

MEM18.2AA Use tools/hand held operations 2

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

Certificate IV in Engineering Technology

Course Code: 20018VIC

Campus

Newport.

Career Opportunities

Engineering Industry.

Scope of Delivery

Part-time only.

Course Objective

The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C7. The course is also intended to have application to engineers and managers in both the public and private sector, across all engineering streams and in small, medium and large enterprises.

Entry Requirements

To qualify for admission to the course applicants must have completed the Certificate III in Engineering – Mechanical Trade (MEM30298) or Certificate III in Engineering – Fabrication Trade (MEM30398).

Selection Procedures/Selection Criteria

Compliance with pre-requisites.

Course Duration

The course is offered over a period of 360 nominal hours.

Course Structure

The course requires completion of a range of management and commercial modules (non-technical) and a range of technical modules drawn from a number of streams including:

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

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

- The course consists of 9 modules, at nominally 40 hours per module.

The choice of modules will be determined by the Head of the Department in consultation with the student and his/her employer having regard to the list of relevant modules in -

- Diploma of Engineering Module Reference Manual (Published April 1994)
- Engineering Technician and Engineering Associate Module Reference Manual (Published March 1995),
- National Metals/Engineering Curriculum Module Reference Manual (Published March 1997).

Foundation Competency Units of Study

Code Unit Weight Points

MEM1.1FA Undertake interactive workplace communication 0

MEM1.2FA Apply principles of occupational health & safety in a work environment 0

MEM1.3FA Apply quality procedures 0

MEM1.4FA Plan to undertake a routine task 0

Note that Foundation Units of Study do not carry unit weight points

Elective Units of Study

MEM5.24BA Perform welding supervision 12

MEM5.25BB Perform welding/fabrication inspection 12

MEM5.26AA Apply welding principles 4

MEM9.3AA Prepare basic engineering drawing 8

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

Advanced Diploma of Engineering Technology [Fabrication/ Welding Supervision, Inspection]*incorporating***Diploma of Engineering Technology [Fabrication/Welding]**

Course Code: 20020VIC Advanced Diploma

Course Code: 20019VIC Diploma

Campus

Newport.

Career Opportunities

Engineering Industry.

Scope of Delivery

Part-time only.

Course Objective

The Advanced Diploma of Engineering Technology(20019VICF) [Fabrication/Welding Supervision, Inspection] provides high level training for the engineering industry at the engineering advanced level. The skills gained may be used in solving practical and theoretical problems, and supervising and training technical, trade and unskilled staff. Engineering associates are responsible to engineers or management for carrying out engineering operations and devising better practices to improve the quality of products and processes in workshops, research laboratories and in the field.

Entry Requirements

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

Selection Procedures/Selection Criteria

Compliance with pre-requisites. Must be working in the trade.

Course Duration

Full-time: Two years (or 1 year after completion of Diploma)

Part time: Dependent on the number of modules undertaken each year. Diploma 800 hours/Advanced Diploma (Stages 1and 2) 1200 hours.

Course Structure

Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules.

Unit of Study Code		Unit Weight Points
EA010	Material Science	40
EA031	Writing in plain English	20
EA040	Occupational Health & Safety	20
EA042	Quality Functions–Receiving Inspection	20
EA045	Quality Concepts	20
EA047	Quality Improvement in the Workplace	40
EA050	Computing in Engineering Computing	40
EA061	Engineering Graphics	40
EA063	Technical Drawing Interpretation	40
EA070	Engineering Organisations	40
EA071	Planning Estimating & Costing	20
EA080	Engineering Measurement	20
EA601	Maintenance Processes	40
EA602	Maintenance Systems	40
EA603	Preventative Maintenance	20
EA604	Supervision of Materials Handling System	40
EA606	Liquid Penetrant	40
EA607	Magnetic Particle	80
EA608	Non-Destructive Testing Methods	60
EA609	Penetrant Testing	60
EA610	Radiographic Testing	10
EA611	Radiographic Testing Methods	40
EA612	Radiography & Radiation Safety	40
EA613	Ultrasonic Testing	10
EA614	Ultrasonic Testing Methods	40
EA618	Non Destructive Testing	40
EA701	Engineering Drawing (Detail)	40
EA702	Engineering (Development & Pipework)	40
EA703	Engineering Drawing (Structural and Mechanical)	40
EA740	Workshop Practice	40
EA804	Introduction to Strength of Materials	40
EA815	Drafting Steel Work 1	40
EA817	Radiographic Interpretation	20
EA818	Weld Inspection Practices	60
EA819	Weld Procedure Development	20
EA821	Weld Processes & Economics	20
EA822	Boilers & Pressure Vessel Codes	40
EA823	Welding Technology 1	40
EA853	Fabrication D– (Structural Steel)	40
EA862	Weld Testing & Inspection	40
EB022	Developing Instructional Materials	40
EB030	Advanced Quality Concepts	40
EB041	Quality -Manual Development Writing	40
EB050	Engineering Projects	80
EB070	Engineering Management	40
EB071	Project Management	40
EB076	Introduction Environment Management	60
EB078	Improving Workplace Performance	60
EB504	Material Handling System Designs 1	40
EB650	Materials for Engineering	40
EB676	Metal Joining Processes	20
EB712	Plant Layout	40
EB833	Advanced Joining Techniques	40
EB834	Welded Joint Design	40
EB836	Welding Technology 2	40
ED015	Flexible Manufacturing Systems (FMS) Designs	80
ED016	Interchangeable Manufacturing Technology	80
ED023	History & Impact of Technological Change	40
ED031	Quality Management	40
ED046	Research Project A	40

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

Industrial Skills Training Centre

The Industrial Skills Training Centre is located at Gate 4, Hoppers Lane, Werribee (Melway Ref 206, J6) in a \$20 million purpose-built complex with large indoor and outdoor work areas and modern classrooms.

Over sixty items of plant including trucks, cars, forklifts, cranes and earthmoving equipment are used in the training programs. For driver training there is a 1.2 kilometre road circuit and maneuvering area. The Centre also includes a library, canteen and student amenity area. Over four thousand trainees attend courses at the Centre annually.

The Industrial Skills Training Centre provides training to regulation standards and serves the needs of the building and civil construction, transport and materials handling and storage industries.

The courses train personnel in all areas of operation, safety and efficiency and to accord with relevant Government legislation and regulations requiring Certificates of Competence or special licences.

The Centre's Driver Education Unit's driver training courses range from pre-learners to heavy vehicle training and license assessment. The Unit also provides specialised courses to suit clients' specific needs. The Unit has VicRoads' quality assurance certification and is an accredited VicRoads' service provider of heavy vehicle license training and testing

The Centre is the largest provider of Victorian Workcover Authority (VWA) Certificate Assessments. Assessments are conducted to VWA guidelines using National Competency Standards and Instruments of Assessment and can be conducted on-site, or on-campus using the Centre's equipment.

The Industrial Skills Training Centre provides Assessor Training consistent with the National Competency Standards for workplace competency training, and training for the Transport and Warehousing industries. Recognition of Prior Learning (RPL) Assessments are available and a consulting service for its wide range of courses.

The Industrial Skills Training Centre offers the following services:

Flexible Training:

- Delivery tailored to industry needs;
- Delivered at the Centre or on-site using Industry or the Centre's equipment;
- Self-paced delivery options;
- Basic, refresher or advanced training.

Modern Equipment:

- Extensive range of training equipment;
- Industry relevant;
- Undercover training areas;
- Up-to-Date Courses;
- Training based on nationally endorsed competencies;
- Training and assessment combined.

Skilled trainers:

- Accredited Skills Assessors;
- Qualified instructors in a broad range of industries;
- All instructors have extensive industry experience.

Up-to-date courses:

- Training based on nationally endorsed competencies;
- Training and assessment combined.

Courses developed:

- Courses designed and developed for Industry needs;
- Existing courses customized.

Assessment services:

- Qualification cards for earthmoving operators;
- Workcover National Certificates of Competence;
- VicRoads Heavy Vehicle License Assessment;
- General assessment of operators in the workplace.

Consultancy services:

- Training needs analysis;
- Addressing problems in the workplace;
- Equipment operation safety advice;
- Workcover licensing advice;

- On-site delivery;
- Training as part of a construction project;
- Combination of delivery by TAFE and workplace instructors;
- Recognition of workplace competencies achieved.

All courses in this section are subject to change. Applicants should contact the Industrial Skills Training Centre to verify course details.

Unit of Study Code

BCC30198	Certificate III in Civil Construction (Plant)
BCG31398	Certificate III in General Construction
BCC30498	Certificate III in Civil Construction (Bridge/Marine Construction)
BCC30298	Certificate III in Civil Construction (Road Construction and Maintenance)
TDT20102	Certificate II in Transport and Distribution (Warehousing and Storage)
TDT30102	Certificate III in Transport and Distribution (Warehousing and Storage)
TDT40102	Certificate IV in Transport and Distribution (Warehousing and Storage)
TDT20202	Certificate II in Transport and Distribution (Road Transport)
TDT30202	Certificate III in Transport and Distribution (Road Transport)
TDT40202	Certificate IV in Transport and Distribution (Road Transport)
TDT51002	Diploma of Logistics Management
TDT30902	Certificate III in Transport and Distribution (Mobile Cranes Operations)
21370VIC	Certificate III Motor Vehicle Driver Trainer
21381VIC	Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles)
TDT20402	Certificate II in Transport and Distribution (Rail Operations)
TDT30402	Certificate III in Transport and Distribution (Rail Operations)
TDT40202	Certificate IV in Transport and Distribution (Rail Operations)
TDT20302	Certificate II in Transport and Distribution (Stevedoring)
TDT30302	Certificate III in Transport and Distribution (Stevedoring)
TDT40302	Certificate IV in Transport and Distribution (Stevedoring)
TDT21102	Certificate II in Transport and Distribution (Administration)
TDT31102	Certificate III in Transport and Distribution (Administration)
TDT41102	Certificate IV in Transport and Distribution (Administration)

In addition to the courses outlined in this handbook the following courses are also available:

Building & Construction Industry Courses

- Course in Rigging–Basic;
- Course in Rigging–Intermediate;
- Course in Rigging–Advanced;
- Course in Scaffolding–Basic;
- Course in Scaffolding–Limited Height;
- Course in Scaffolding–Intermediate;
- Course in Scaffolding–Advanced;
- Course in Dogging;
- Course in Safe Lifting (load slinging);
- Course in Elevating Work Platform;
- Course in Mobil Cranes (Slewing & Non Slewing); Vehicle Loading;
- Course in Overhead Travelling Crane.

Civil Construction Industry Courses

- Course in Earthmoving – Earthmoving Equipment Operator; Front-End Loader; Front-End Loader/Backhoe; Excavator, Skid Steer Loader;
- Course in Basic Grading;
- Course in Trench Shoring and Safety.

Warehousing Industry

- Courses in Forklift Operating (Ride-On; Pedestrian; Reach Truck);
- Course in Order Picker.

Road Transport Industry

- Course in Heavy Vehicles
- Course in Light Rigid Truck;
- Course in Medium Rigid Truck;
- Course in Heavy Rigid Truck (Synchro and Non-Synchro);
- Course in Heavy Combination Truck;
- Course in B Double Truck (Multi Combination);

Driver Education Courses

- School Learners Driver Program;
- Dangerous Goods Licence Training;
- Defensive Driving (Car and Truck);
- Driver Instructor Training;

For details contact the Industrial Skills Training Centre by telephone on: (03) 9919 7600 or fax: (03) 9919 7606.

Graeme Barry

Head, Department of Industrial Skills Training Centre–TAFE

Certificate III in Civil Construction (Plant)

Course Code: BCC30198

Campus

Werribee.

Career Opportunities

Civil Construction Industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide participants with the skills and knowledge to undertake work in the civil construction industry. Specific Units of Study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NOHSC) licensing.

Entry Requirements

To qualify for admission to the course applicants must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

Contact the department on 9919 7600.

Course Duration

The course may be offered over 3 years part- time, 948 nominal hours. This course is available as an apprenticeship or traineeship.

Course Structure

Core Units of Study

Unit of Study Code		Hours
BCC1003A	Drain/de-water site	12
BCC1009A	Carry out manual excavation	8
BCC1012A	Spread & compact materials manually	2

BCC1013A	Monitor machine operations	8
BCC1014A	Control construction traffic	4
BCC2003A	Assist with excavation & support installation	8
BCC2005A	Repair pavement	36
BCC2009A	Carry out concrete work	40
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan & organise work	20
BCG1003A	Read & interpret plans	40
BCG1004A	Carry out measurements & calculations	20
BCG1005A	Use hand & power tools	80
BCG1006A	Use small plant & equipment	16
BCG1008A	Use simple levelling devices	8
BCG1010A	Carry out concreting to simple forms	40
BCG1011A	Handle construction materials & safely dispose of waste	16

Elective Units of Study

- (i) 3 Units of Study from Series 1000 and/or Series 2000 Elective Units of Study;
- (ii) 1 unit from Group A Elective Units of Study and 2 Units of Study from Group B Elective Units of Study; or
- (iii) 2 Units of Study from Group A Elective Units of Study and 1 unit from Group B Elective Units of Study.

Elective Units of Study will be selected by the student in consultation with his/her employer, with approval of the Head of Department.

Group A

BCC3002A	Conduct Backhoe/Loader operations	200
BCC3003A	Conduct Dozer operations	240
BCC3004A	Conduct Excavator operations	200
BCC3005A	Conduct Front End Loader operations	160
BCC3006A	Conduct Grader operations	240
BCC3007A	Conduct Scraper operations	160
BCC3008A	Conduct Skid Steer Loader operations	80
BCC3014A	Conduct Pipelayer operations	80
BCC3015A	Conduct Recycler operations	80

Group B

BCC3001A	Conduct Tip Truck operations	60
BCC3009A	Conduct Roller operations	80
BCC3010A	Conduct Water Cart operations	40
BCC3012A	Conduct Dump Truck operations	60
BCC3013A	Conduct Forklift operations	32
BCC3017A	Conduct Telescopic Materials Handler Operations	80
BCC3018A	Conduct Materials Spreader operations	80
BCC3019A	Conduct Profile Planer operations	80

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Civil Construction (Road Construction and Maintenance)

Course Code: BCC30298

Campus

Werribee.

Career Opportunities

Civil Construction Industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide participants with the skills suitable for someone working as a road maintenance worker.

Entry Requirements

To qualify for admission to the course applicants must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over a minimum of 842 nominal hours or part-time equivalent.

Course Structure**Core Units of Study**

Unit of Study Code		Hours
BCC1003A	Drain/De-Water Site	12
BCC1005A	Use hand and power tools	80
BCC1006A	Use small plant and equipment	16
BCC1009A	Carry out manual excavation	8
BCC1012A	Spread and compact materials manually	12
BCC1013A	Monitor machine operations	8
BCC1014A	Control construction traffic	4
BCC2000A	Read and interpret plans	40
BCC2003A	Assist with excavation and support installation	8
BCC2004A	Lay pipes	40
BCC2005A	Repair pavements	36
BCC2009A	Carry out concrete work	40
BCC3028A	Control Traffic	20
BCC3030A	Install drainage and pipeline systems	120
BCC3032A	Prepare road sub-grade	80
BCC3036A	Spread and compact granular materials	24
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry OH&S requirements	40
BCG1002A	Plan and organise work	20
BCG1004A	Carry out measurements and calculations	20
BCG1008A	Use simple levelling devices	8
BCG1010A	Carry out concreting to simple forms	40
BCG1011A	Handle construction materials and safe disposal of waste	16

Elective Units of Study

A minimum of 3 electives from the 1000 and 2000 series and a minimum of 3 electives from the 3000 series, having regard to the Units of Study from the Civil Construction Training Package (BCC98), ANTA, 2001.

Units of Study currently listed in stream 1000 and 2000 include:

Unit of Study Code		Hours
BCC2001A	Carry out basic site survey	40
BCC2002A	Oxy/LPG acetylene cutting	20
BCC2006A	Erect/dismantle fencing and gates	40
BCG1007A	Erect and dismantle restricted height scaffolding	40
BCG2007A	Operate elevating work platforms	20

Units of Study currently listed in stream 3000 include:

Unit of Study Code		Hours
BCC3031A	Maintain drainage systems	16
BCC3034A	Apply bitumen seal	32
BCC3035A	Lay asphalt	40
BCC3037A	Place kerb, channel, median and barrier strips	36
BCC3038A	Lay segmental/unit paving	24
BCC3039A	Apply road markings	20
BCC3040A	Install and maintain signage and roadside fixtures	30
BCC3041A	Maintain sealed roads	32
BCG2008A	Use explosive power tools (EPT)	16

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Civil Construction (Bridge/Marine Construction)

Course Code: BCC30498

Campus

Werribee.

Career Opportunities

Civil Construction Industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide participants with the skills suitable for someone involved in the construction and maintenance of bridges.

Entry Requirements

To qualify for admission to the course applicants must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over a minimum of 708 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
BCC1003A	Drain/De-Water Site	12
BCC1005A	Use hand and power tools	80
BCC1006A	Use small plant and equipment	16
BCC1009A	Carry out manual excavation	8
BCC1012A	Spread and compact materials manually	12
BCC1013A	Monitor machine operations	8
BCC1014A	Control construction traffic	4
BCC2000A	Read and interpret plans	40
BCC2003A	Assist with excavation and support installation	8
BCC2005A	Repair pavements	36
BCC2009A	Carry out concrete work	40
BCC3028A	Control Traffic	20
BCC3050A	Construct sub-structures – bridges & wharves	100
BCC3051A	Install deck	80
BCC3052A	Maintain structures – bridge & marine works	24
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry OH&S requirements	40
BCG1002A	Plan and organise work	20
BCG1004A	Carry out measurements and calculations	20
BCG1008A	Use simple levelling devices	8
BCG1010A	Carry out concreting to simple forms	40
BCG1011A	Handle construction materials and safe disposal of waste	16

Elective Units of Study

A minimum of 3 Units of Study from the following:

Unit of Study Code		Hours
BCC2001A	Carry out basic site survey	40
BCC2004A	Lay pipes	40
BCC2006A	Erect/ dismantle fencing and gates	40
BCG1007A	Erect and dismantle restricted height scaffolding	40
BCG2002A	Oxy/ LPG acetylene cutting	20
BCG2007A	Operate elevating work platforms	20
BCG2008A	Use explosive power tools (EPT)	16

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in General Construction

Course Code: BCC31398

Campus

Werribee.

Career Opportunities

General Construction Industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide participants with the skills and knowledge to undertake work in the general construction industry. Specific Units of Study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NHSC) licensing.

Entry Requirements

Applicants for this course must be employed within the General Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

Contact the department on 9919 7600.

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship. The course is 680–1054 nominal hours. This course is also available as an apprenticeship or traineeship.

Course Structure

Core Units of Study

Unit of Study Code		Hours
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan & organise work	20
BCG1003A	Read & interpret plans	40
BCG1004A	Carry out measurements & calculations	20
BCG1005A	Use hand & power tools	80
BCG1006A	Use small plant & equipment	16
BCG1007A	Erect & dismantle restricted height scaffolding	40
BCG1008A	Use simple levelling devices	8
BCG1009A	Carry out excavation & install support	16
BCG1010A	Carry out concreting to simple forms	40
BCG1011A	Handle construction materials & safely dispose of waste	16
BCG2001A	Prepare surfaces	32
BCG2003A	Carry out general demolition	32
BCG2004A	Carry out levelling	16
BCG2007A	Operate elevated work platforms (EWP)	20
BCG2008A	Use explosive power tools (EPT)	16
BCG2009A	Carry out concrete work	40
BCG3011A	Carry out basic setting out	12
BCG3013A	Conduct forklift operations	32
BCG3041A	Undertake dogging	80
BCG3043A	Operate hoist	24

Elective Units of Study

Three Units of Study from Series 3000 elective Units of Study selected by the student in consultation with his/her employer, with approval of the Head of Department.

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate II in Transport and Distribution (Warehousing & Storage)

Course Code: TDT20102

Campus

Werribee.

Career Opportunities

Warehousing Industry.

Scope of Delivery

Contact the department on 9919 7600

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance in the Warehousing Industry.

Entry Requirements

To qualify for admission students must have successful completion of seven (7) Units of Study aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry

Selection Procedures/Selection Criteria

Contact the department on 9919 7600

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

A successful assessment outcome for a total 14 Units of Study, comprising:

- (a) 7 Units of Study aligned at AQF 2 made up of:
 - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
- (b) 7 Units of Study at AQF 1 made up of:
 - at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code	Unit of Study	Hours
TDTA397B	Connect and Disconnect Reefer Units of Study	40
TDTA997B	Complete and Check Import/Export Documentation	20
TDTA1197B	Package Goods	20
TDTA1297B	Pick and Process Orders	20
TDTA1397B	Receive Goods	20
TDTA1497B	Use Product Knowledge to Complete Work Operations	20
TDTA2097B	Replenish Stock	20
TDTA2197B	Despatch Stock	20
TDTA2297B	Participate in Stocktakes	20
TDTA4101A	Manually Sort Mail and Parcels	20
TDTA4201A	Despatch Mail	20
TDTA4301A	Consolidate Mail	20
TDTA4401A	Carry Out Delivery Operations	20
TDTA4501A	Process International Parcels and Letters	20
TDTA4601A	Process Parcels and Letters	20
TDTA4701A	Stream Mail	20

TDTB197B	Check and Assess Operational Capabilities of Equipment	40
TDTB998B	Check Conveyor Operational Status	20
TDTB2901A	Use and Maintain Minor Mechanical Equipment	20
TDTD397C	Handle Dangerous Goods/Hazardous Substances	40
TDTD497B	Load and Unload Goods/Cargo	30
TDTD797B	Prepare Cargo for Transfer with Slings	40
TDTD1097B	Operate a Forklift	40
TDTD1297B	Operate Specialised Load Shifting Equipment	40
TDTD1397B	Move Materials Mechanically Using Automated Equipment	40
TDTD1697B	Load and Unload Explosives and Dangerous Goods	30
TDTD2198B	Use Specialised Bulk Transfer Equipment (Dry)	40
TDTD2298B	Conduct weighbridge Operations	20
TDTD4501A	Operate Specialised Light Load Shifting Equipment	40
TDTE197B	Present Routine Workplace Information	40
TDTE701A	Use Communication Systems	20
TDTE897B	Process Workplace Documentation	20
TDTF697B	Apply Accident-Emergency Procedures	20
TDTF1097B	Apply Fatigue Management Strategies	30
TDTF1297B	Apply Safe Procedures when Handling/Transporting Dangerous Goods or Explosives	30
TDTF1801A	Operate and Maintain Fire-Fighting Equipment	20
HLTFA1A	Apply Basic First Aid	10
TDTG701A	Work in a Socially Diverse Environment	20
TDTH197C	Interpret Road Maps and Navigate Pre-Determined Routes	20
TDTH398B	Prioritise Courier/Delivery Operations	30
TDTGCSO01A	Create Customer Relationship	10
TDTGCSO02A	Deal with Customer Feedback	10
TDTGCSO04A	Meet Customer Needs and Expectations	10
TDTGCSO06A	Address Customer Needs	10
TDTJ197B	Apply Quality Procedures	20
TDTJ398B	Apply grain Protection Measures	20
TDTJ498B	Implement Grain Monitoring Measures	20
TDTK197B	Use Infotechnology Devices and Computer Applications in the Workplace	40
TDTK397B	Apply Keyboard Skills	20
TDTK798B	Perform Electronic Data Interchange (EDI) to Transmit Shipping Documentation	10
TDTL898B	Complete Routine Administrative Tasks	10
TDTL3101A	Monitor and Process Attendance Records	20
TDTO1398B	Administer Security of Assets and Facilities	20
TDTQ197C	Conduct Financial Transactions	20
TDTQ798B	Prepare and Process Financial Documents	30
TDTQ1101A	Maintain Petty Cash Account	10
TDTQ1201A	Sell Products and Services	30
TDTT198B	Capture Records into a Records Keeping System	20
TDTT498B	Maintain Control of Records	20
TDTT598B	Provide Information from and about Records	20
TDTU701A	Care for the Environment	20
TDTV198B	Cut and Join Materials	20
TDTV298B	Operate Hand Held Air/Power Equipment for the Production Processes	20
TDTV398B	Apply Surface Coating Using a Spray gun	20
TDTV498B	Undertake Pallet Repairs	20
TDTV598B	Clean and Inspect Pallets	20
TDTV698B	Manufacture Pallets Using Automated Methods	20
TDTV798B	Manufacture Pallets Using Manual Methods	20
TDTV898B	Dock Boards Using Computer Programmed Machinery	20
TDTV998B	Dock Boards on Mechanical Feeds	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Transport and Distribution (Warehousing & Storage)

Course Code: TDT30102

Campus

Werribee.

Career Opportunities

Warehousing Industry.

Scope of Delivery

Contact the department on 9919 7600

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the warehousing industry.

Entry Requirements

Successful completion of seven (7) Units of Study aligned at AQF level 1 and a minimum of seven and a maximum of nine (9) Units of Study aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry

Selection Procedures/Selection Criteria

Contact the department on 9919 7600

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

A successful assessment outcome for a total of 21 Units of Study, comprising:

- (a) at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
 - at least 3 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
 - up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
- (b) and at least 7 Units of Study and up to 9 units at AQF 2 made up of:
 - at least 5 Units of Study and up to 9 Units of Study from those listed from the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
- (c) and 7 Units of Study aligned at AQF 1 made up of:
 - at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code	Unit of Study Code	Hours
TDTA497B	Process Receipt and Delivery of Containers and Cargo	40
TDTA1097B	Coordinate Goods to Bond Premises	20
TDTA1597B	Complete Receiving/Despatch Documentation	40
TDTA1697B	Use Inventory Systems to Organise Stock Control	30
TDTA1797B	Apply Product Knowledge to Organise Work Operations	40
TDTA1897B	Organise Despatch Operations	40

TDTA1997B	Organise Receiving Operations	40
TDTA2497B	Organise Warehouse Records Operations	30
TDTA2698B	Monitor Storage Facilities	30
TDTA3801A	Control and Order Stock	40
TDTA3901A	Receive and Store Stock	40
TDTB297B	Test Equipment and Isolate Faults	20
TDTD1197B	Conduct Specialised Forklift Operations	40
TDTD1497B	Load and Unload Vehicles Carrying Special Loads	20
TDTD1597B	Identify and Label Explosives and Dangerous Goods	20
TDTD2398B	Use Specialised Liquid Bulk Gas Transfer Equipment	40
TDTD2498B	Use Specialised Liquid Bulk Transfer Equipment (Gravity/Pressurised)	40
TDTD2798B	Prepare for Transport of Packaged Dangerous Goods	40
TDTD2898B	Prepare for Transport of Packaged Dangerous Goods in Bulk	40
TDTD3198B	Rig Load	40
TDTD3397B	Operate a Vehicle-Mounted Loading Crane	40
TDTD3598B	Operate a Boom Type Elevating Work Platform	30
TDTD3698B	Lift and Move Load Using Mobile Crane Up to and Including 20 Tonnes	40
TDTD4098B	Control Lift and Movement of Crane	20
TDTD4301A	Shift Loads Using Gantry Equipment	80
TDTD4401A	Shift Loads Using Cranes	80
TDTE297B	Estimate/Calculate Mass, Area and Quantify Dimensions	30
TDTE497B	Prepare Workplace Documents	20
TDTE1298B	Consolidate Manifest Documentation	20
TDTE1598B	Undertake Rigger/Dogger and Driver Communication	20
TDTE1698B	Estimate/Calculate Load Shifting Requirements For a Mobile Crane	20
TDTF397B	Implement and Monitor OHS Procedures	30
TDTF497B	Organise Occupational Health and Safety Procedures in the Workplace	30
TDTF2201A	Implement and Monitor Safe Procedures when Warehousing/Storing Dangerous Goods and/or Hazardous Substances	60
HLTFA2A	Provide Advanced First Aid	30
TDTG297B	Lead a Work Team or Group	40
TDTGCS03A	Process Customer Complaints	10
BSBCMN310A	Deliver and Monitor a Service to Customers	35
TDTJ297B	Apply Quality Systems	40
TDTJ598B	Sample, Inspect & Test Products to Specifications	20
TDTJ698B	Implement Grain Protection Procedures	40
TDTL297B	Undertake Employee Payroll Activities	20
TDTL397B	Conduct Induction Process	20
BSBCMN302A	Organise Personal Work Priorities and Development	30
BSZ404A	Train Small Groups	30
BSZ402A	Conduct Assessment	15
TDTO498B	Conduct Control Procedures for Transferring Explosives and Dangerous/Specialised Goods	40
TDTO1601A	Apply and Monitor Workplace Security Procedures	40
TDTQ397B	Maintain Financial Records in a Small Business	40
TDTT298B	Document a Records System	30
TDTT398B	Identify and Classify Records to be Captured	40
TDTT698B	Provide Records Retrieval Service	20
TDTT798B	Sentence Records	60
TDTT898B	Undertake Disposal Program	30
TDTT998B	Undertake Movement of Records	20
TDTT1098B	Destroy Records	30
TDTW601A	Operate Computerised Mail and Parcels Sorting Equipment	40
TDTW701A	Code and Coordinate Video-Coding Operations	40
TDTW801A	Carry Out Culler Facer canceller (CFC) Operations	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate IV in Transport and Distribution (Warehousing & Storage)

Course Code: TDT40102

Campus

Werribee.

Career Opportunities

Warehousing Industry.

Scope of Delivery

Contact the department on 9919 7600

Course Objective

This course aims to provide vocational training for people at the operative and supervisory level in the warehousing industry.

It is a further aim to develop new criteria and procedure for performing current practices and provision of leadership and guidance to others in the application and planning of skills.

Entry Requirements

To qualify for admission to the course, an applicant generally must have:

- successfully completed Certificate III in Transport & Distribution (Warehousing)
- or successful recognition of seven (7) competencies from Certificate III in Transport & Distribution (Warehousing) achieved through a Recognition of Prior Learning process.

Selection Procedures/Selection Criteria

Contact the department on 9919 7600

Course Duration

This course is conducted part time, in Industry over a period of 18 months.

Course Structure

A successful assessment outcome for a total of 28 Units of Study, comprising:

- 7 Units of Study aligned at AQF 4 made up of:
 - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 4), and
 - up to 2 suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
- and at least 5 Units of Study and up to 7 units at AQF 3 made up of:
 - at least 3 Units of Study and up to 7 Units of Study from those listed from the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
 - up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
- and 7 Units of Study and up to 9 Units of Study at AQF 2 made up of:
 - at least 5 units and up to 9 Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

- and 7 Units of Study aligned at AQF 1 made up of:
 - at least 5 Units of Study and up to 7 units from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code		Hours
TDTA597B	Check and Evaluate Records and Documentation	20
TDTA2397B	Coordinate Stocktakes	20
TDTA2597C	Regulate Temperature Controlled Stock	20
TDTA2898B	Assess and Monitor Optimum Stock Levels	40
TDTA3198B	Consolidate Freight	30
TDTA3298B	Organise Transport of Freight or Goods	20
TDTD897B	Monitor Crane Operations	40
TDTD997B	Direct Crane Operations	40
TDTD3098B	Supervise Mobile Crane Operations	40
TDTE697C	Collect, Analyse and Present Workplace Data and Information	30
TDTE1398B	Apply Workplace Statistics	20
TDTF797B	Implement and Coordinate Emergency/Accident Procedures	40
TDTF1498B	Develop and Maintain a Safe Workplace	50
TDTG598B	Organise Transport Workload	10
TDTG698B	Facilitate Work Teams	50
TDTI197C	Coordinate Quality Customer Service	30
TDTI598B	Market Services and Products to Clients	40
TDTL597C	Apply Conflict/Grievance Resolution Strategies	40
TDTL998B	Manage Personal Work Priorities and Professional Development	50
TDTL1098B	Assess and Confirm Customer Transport Requirements	40
TDTL2198B	Coordinate the Erection and Dismantling of Temporary Storage Facilities	40
TDTL3001A	Control a Furniture Warehouse	60
TDTL3201A	Implement Equal Employment Equity Strategies	20
TDTL3301A	Promote Effective Workplace Practice	20
TDTL3601A	Develop Rosters	20
TDTL3701A	Apply and Amend Rosters	20
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15
BSZ401A	Plan Assessment	15
BSZ403A	Review Assessment	5
BSZ506A	Develop Assessment Procedures	25
BSZ507A	Develop Assessment Tools	25
TDTP197B	Develop Plans to Meet Customer and Organisation Needs	30
TDTP297B	Facilitate and Capitalise on Change in the Workplace	50
TDTP598B	Manage Workplace Information	60
TDTQ1001A	Maintain Customer Credit Accounts and Services	20
TDTR198B	Monitor Supplier Performance	30
TDTR298B	Source Goods/Services and Evaluate Contractors	30
TDTU101A	Implement and Monitor Environmental Protection Policies and Procedures	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate II in Transport and Distribution (Road Transport)

Course Code: TDT20202

Campus

Werribee.

Career Opportunities

Road Transport Industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

This course aims to develop the knowledge and skills of students wishing to enter into and gain work skills for the Road Transport Industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 210–510 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total 14 Units of Study comprising:

- (a) 7 Units of Study aligned at AQF 3 made up of:
 - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages, and;
- (b) 7 Units of Study aligned at AQF 1 made up of:
 - at least 5 Units of Study and up to 7 Units of Study from those listed below in the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 1) and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code		Hours
TDTA397B	Connect And Disconnect Reefer Units of Study	40
TDTA997B	Complete and Check Import/Export Documentation	20
TDTA1197B	Package Goods	20
TDTA1397B	Receive Goods	20
TDTA1497B	Use Product Knowledge to Complete Work Operations	20
TDTA2197B	Despatch Stock	20
TDTA2297B	Participate in Stocktakes	20
TDTB197B	Check and Assess Operational Capabilities of Equipment	40
TDTB397B	Carry Out Vehicle Servicing and Maintenance	30
TDTB497B	Carry Out Vehicle Inspection	20
TDTB797B	Carry Out Maintenance of Trailers	40
TDTB897B	Carry Out Inspection of Trailers	30
TDTB2901A	Use and Maintain Minor Mechanical Equipment	20
TDTC297B	Drive Light Rigid Vehicle	40
TDTC397B	Drive Medium Rigid Vehicle	40

TDTC997B	Drive Taxicab	40
TDTD397C	Handle Dangerous Goods/Hazardous Substances	40
TDTD497B	Load and Unload Goods/Cargo	30
TDTD797B	Prepare Cargo for Transfer with Slings	40
TDTD1097B	Operate a Forklift	40
TDTD1297B	Operate Specialised Load Shifting Equipment	40
TDTD1397B	Move Materials Mechanically Using Automated Equipment	40
TDTD1697B	Load and Unload Explosives and Dangerous Goods	30
TDTD1897B	Handle Furniture and Effects	30
TDTD1997B	Pack and Unpack Cartons during a Removal	20
TDTD2198B	Use Specialised Bulk Transfer Equipment (Dry)	40
TDTD2298B	Conduct Weighbridge Operations	20
TDTD2998B	Prepare Articles for Delivery	10
TDTD4501A	Operate Specialised Light Load Shifting Equipment	40
PRMWM15A	Move Waste Using Load Shifting Equipment	40
PRMWM44A	Identify Wasters and Hazards	15
TDTE197B	Present Routine Workplace Information	40
TDTE701A	Use Communication Systems	20
TDTE897B	Process Workplace Documentation	20
TDTE1498B	Compile and Process Export Documentation	20
TDTE1701A	Undertake Initial Removal Survey	20
TDTF697B	Apply Accident-Emergency Procedures	20
TDTF1097B	Apply Fatigue Management Strategies	30
TDTF1297B	Apply Safe Procedures when Handling/Transporting Dangerous Goods or Explosives	30
TDTF1801A	Operate and Maintain Fire-Fighting Equipment	20
HLTFA1A	Apply Basic First Aid	10
PRMWM11A	Respond to Waste Emergency	20
TDTG701A	Work in a Socially Diverse Environment	20
TDTH197C	Interpret Road Maps and Navigate Pre-determined Routes	20
TDTH398B	Prioritise Courier/Delivery Operations	30
TDTI698B	Provide Freight Forwarding Services to Customers	30
TDTGCSO01A	Create Customer Relationship	10
TDTGCSO02A	Deal with Customer Feedback	10
TDTGCSO04A	Meet Customer Needs and Expectations	10
TDTGCSO06A	Address Customer Needs	10
TDTJ197B	Apply Quality Procedures	20
TDTK197B	Use Infotechnology Devices and Computer Applications in the Workplace	40
TDTK397B	Apply Keyboard Skills	20
TDTK798B	Perform Electronic Data Interchange (EDI) to Transmit Shipping Documentation	10
TDTL898B	Complete Routine Administrative Tasks	10
TDTL3101A	Monitor and Process Attendance Records	20
TDTO398B	Undertake Loading and Unloading in a Designated Secured Environment	20
TDTO1198B	Provide Revenue Protection Measures	20
TDTO1398B	Administer Security of Assets and Facilities	20
TDTQ197C	Conduct Financial Transactions	20
TDTQ798B	Prepare and Process Financial Documents	30
TDTQ998B	Conduct Courier/Delivery Cash Transactions	10
TDTQ1101A	Maintain Petty Cash Account	10
TDTQ1201A	Sell Products and Services	30
TDTU701A	Care for the Environment	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Transport and Distribution (Road Transport)

Course Code: TDT30202

Campus

Werrisbee.

Career Opportunities

Road Transport Industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in road transport industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 325–970 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total 21 Units of Study, comprising:

- (a) at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
 - at least 3 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
 - up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
- (b) and at least 7 Units of Study and up to 9 units at AQF 2 made up of:
 - at least 5 Units of Study and up to 9 Units of Study from those listed from the Certificate II in Transport and Distribution (Road Transport) (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
- (c) and 7 Units of Study aligned at AQF 1 made up of:
 - at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Road Transport) (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code		Hours
TDTA297B	Maintain Container/Cargo Records	20
TDTA497B	Process Receipt and Delivery of Containers and Cargo	40
TDTA897B	Transfer Cargo	40
TDTA1097B	Coordinate Goods to Bond Premises	20
TDTA1597B	Complete Receipt/Despatch Documentation	40
TDTA1797B	Apply Product Knowledge to Organise Work Operations	40
TDTA1897B	Organise Despatch Operations	40
TDTA1997B	Organise Receipt Operations	40
TDTA2497B	Organise Warehouse Records Operations	30
TDTA3801A	Control and Order Stock	40
TDTA3901A	Receive and Store Stock	40

TDTB297B	Test Equipment and Isolate Faults	20
TDTB597B	Carry Out Maintenance of Vehicles Designed to Carry Special Loads	30
TDTB697B	Carry Out Inspection of Vehicles Designed to Carry Special Loads	30
TDTB1198B	Set Up and Rig Crane for Lift	30
TDTB1298B	Plan Job and Set Up Work Areas	40
TDTB1398B	Maintain Mobile Cranes	40
TDTB1498B	Load and Unload Wheeled or Tracked Crane	20
TDTB1598B	Undertake Site Inspection	20
TDTB1698B	De-rig, Pack and Store Tools and Equipment	10
TDTB1798B	Assemble and Dismantle Boom or Jib	80
TDTC497C	Drive Heavy Rigid Vehicles	40
TDTC597C	Drive Heavy Combination Vehicle	40
TDTC797B	Operate Vehicle Carrying Special Loads	40
TDTC897B	Drive Coach/Bus	40
TDTC1097B	Pilot or Escort Oversized and/or Overmassed Loads	20
TDTC1197B	Transport Passengers with Disabilities	40
TDTD1197B	Conduct Specialised Forklift Operations	40
TDTD1497B	Load and Unload Vehicles Carrying Special Loads	20
TDTD1597B	Identify and Label Explosives and Dangerous Goods	20
TDTD2097B	Care for Livestock in Transit	30
TDTD2398B	Use Specialised Liquid Bulk Gas Transfer Equipment	40
TDTD2498B	Use Specialised Liquid Bulk Transfer Equipment (Gravity/Pressurised)	40
TDTD2798B	Prepare for Transport of Packaged Dangerous Goods	40
TDTD2898B	Prepare for Transport of Packaged Dangerous Goods in Bulk	40
TDTD3198B	Rig Load	40
TDTD3397B	Operate a Vehicle-Mounted Loading Crane	40
TDTD3498B	Operate a Mobile Crane Up to and Including 20 Tonnes on a Demolition Site	60
TDTD3598B	Operate a Boom Type Elevating Work Platform	30
TDTD3698B	Lift and Move Load Using Mobile Crane Up to and Including 20 Tonnes	40
TDTD4098B	Control Lift and Movement of Crane	20
TDTD4198B	Undertake Cash-in Transit Loading and Unloading in an Unsecure Environment	30
TDTD4301A	Shift Loads using Gantry Equipment	80
TDTD4410A	Shift Loads using Cranes	80
TDTE297B	Estimate/Calculate Mass, Area and Quantify Dimensions	30
TDTE497B	Prepare Workplace Documents	20
TDTE997B	Use Pilot and Escort Communication	20
TDTE1097B	Estimate Furniture Removals Jobs	30
TDTE1298B	Consolidate Manifest Documentation	20
TDTE1598B	Undertake Rigger/Dogger and Driver Communication	20
TDTE1698B	Estimate/Calculate Load Shifting Requirements for a Mobile Crane	20
TDTE1801A	Maintain Freight Records	20
TDTF397B	Implement and Monitor OHS Procedures	30
TDTF1397B	Coordinate Breakdowns and Emergencies	30
HLTFA2A	Provide Advanced First Aid	30
TDTG297B	Lead a Work Team or Group	40
TDTH297C	Plan and Navigate Routes	20
TDTH401A	Identify Major Roads, Services and Attractions	40
TDT1397B	Provide Customer Service in Passenger Vehicles/Vessels	20
TDT1497B	Manage Camping Procedures for Coaches and Buses	40
TDT1797C	Provide Freight Forwarding Information to Customers	40
TDT1998C	Provide On-Board Services to Customers	20
TDTGCST03A	Process Customer Complaints	10
BSBCMN310A	Deliver and Monitor a Service to Customers	35

TDTJ297B	Apply Quality Systems	40
TDTJ598B	Sample, Inspect and Test Products to Specifications	20
TDTL297B	Undertake Employee Payroll Activities	20
TDTL397B	Conduct Induction Process	20
BSBCM302A	Organise Personal Work Priorities and Development	30
BSZ404A	Train Small Groups	30
BSZ402A	Conduct Assessment	15
TDTO498B	Conduct Control Procedures for Transferring Explosives and Dangerous/Specialised Goods	40
TDTO798B	Undertake Emergency Response Action to a Security Threat	20
TDTO898B	Implement Cash-in Transit Security Equipment	40
TDTO998B	Test and Inspect Cash-in Transit Security Incidents	30
TDTO1098B	Respond to Cash-in Transit Security Incidents	60
TDTO1298B	Manage Disruptive and/or Unlawful Behaviour	20
TDTO1601A	Apply and Monitor Workplace Security Procedures	40
TDTQ397B	Maintain Financial Records in a Small Business	40
TDTQ498B	Organise Freight Invoicing and Payment	30
TDTT298B	Document a Records System	30
TDTT398B	Identify and Classify records to be Captured	40
TDTT698B	Provide Records Retrieval Service	20
TDTT798B	Sentence Records	60
TDTT898B	Undertake Disposal Program	30
TDTT998B	Undertake Movement of Records	20
TDTT1098B	Destroy Records	30

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

- (b) and at least 5 Units of Study and up to 7 units at AQF 3 made up of:
 - at least 3 Units of Study and up to 7 Units of Study from those listed for the Certificate III in Transport and Distribution (Warehousing and Storage) (aligned at AQF 3), and
 - up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
- (c) and 7 Units of Study and up to 9 Units of Study at AQF 2 made up of:
 - at least 5 units and up to 9 Units of Study from those listed for the Certificate II in Transport and Distribution (Warehousing and Storage) (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
- (d) and 7 Units of Study aligned at AQF 1 made up of:
 - at least 5 Units of Study and up to 7 units from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code		Hours
TDTA597B	Check and Evaluate Records and Documentation	20
TDTA2597C	Regulate Temperature Controlled Stock	20
TDTA3098B	Organise Cargo for Export	40
TDTA3198B	Consolidate Freight	30
TDTA3298B	Organise Transport of Freight or Goods	20
TDTA3398B	Organise International Transport of Freight	40
TDTG697B	Drive Multi-Combination Vehicle	40
TDTD897B	Monitor Crane Operations	40
TDTD997B	Direct Crane Operations	40
TDTD3098B	Supervise Mobile Crane Operations	40
TDTD3298B	Plan and Conduct Specialised Lift	40
TDTE697C	Collect, Analyse and Present Workplace Data and Information	30
TDTE1398B	Apply Workplace Statistics	20
TDTF797B	Implement and Coordinate Emergency/Accident Procedures	40
TDTF1498B	Develop and Maintain a Safe Workplace	50
TDTG598B	Organise Transport Workload	10
TDTG698B	Facilitate Work Teams	50
TDTI197C	Coordinate Quality Customer Service	30
TDTI1601A	Service Freight Customers	40
TDTI1701A	Develop Freight Customers	40
TDTI598B	Market Services and Products to Clients	40
TDTI898B	Monitor Transport Activities at Interchanges	40
TDTL597C	Apply Conflict/Grievance Resolution Strategies	40
TDTL797C	Coordinate Fleet Control Logistics	40
TDTL998B	Manage Personal Work Priorities and Professional Development	50
TDTL1098B	Assess and Confirm Customer Transport Requirements	40
TDTL3001A	Control a Furniture Warehouse	60
TDTL3201A	Implement Equal Employment Equity Strategies	20
TDTL3301A	Promote Effective Workplace Practice	20
TDTL3601A	Develop Rosters	20
TDTL3701A	Apply and Amend Rosters	20
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15
BSZ401A	Plan Assessment	15
BSZ403A	Review Assessment	5
BSZ506A	Develop Assessment Procedures	25
BSZ507A	Develop Assessment Tools	25

Certificate IV in Transport and Distribution (Road Transport)

Course Code:TDT40202

Campus

Werribee.

Career Opportunities

Transport Industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the road transport industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 430–1350 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total of 28 Units of Study, comprising:

- (a) 7 Units of Study aligned at AQF 4 made up of:
 - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 4), and
 - up to 2 suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.

TDTP197B	Develop Plans to Meet Customer and Organisation Needs	40	TDTF1701A	Investigate Rail Safety Incidents	40
TDTP297B	Facilitate and Capitalise on Change in the Workplace	50	TDTF2001A	Manage Emergencies	30
TDTP598B	Manage Workplace Information	60	TDTF5701A	Apply the 'Code of Practice for the Defined Interstate Rail Network'	20
TDTP1098B	Assess Lift Requirements and Provide Quotation	30		To Interface Coordination Management	20
TDTQ698B	Administer International Trading Accounts	60	TDTF5901A	Apply the 'Code of Practice for the Defined Interstate Rail Network' to the Management of Operations, Human Resources and Safeworking	20
TDTR198B	Monitor Supplier Performance	30	BSBMGT505A	Ensure a Safe Workplace	60
TDTR298B	Source Goods/Services and Evaluate Contractors	30	TDTJ798B	Conduct Internal Quality Audits	20
TDTU101A	Implement and Monitor Environment Protection Policies and Procedures	20	TDTK698B	Evaluate Software Requirements and Hardware Enhancements	40
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.					
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Diploma of Logistics Management					
Course Code: TDT51002					
Campus					
Sunshine.					
Career Opportunities					
Management of a warehouse or distribution system.					
Scope of Delivery					
Contact the department on 9919 7600.					
Course Objective					
The course aims to equip students with the skills and knowledge required to manage a warehouse or distribution system.					
Entry Requirements					
To qualify for admission applicants must have successfully completed the Certificate IV in Transport and Distribution (Warehousing) or Certificate IV in Transport and Distribution (Road Transport) or equivalent relevant industry experience.					
Selection Procedures/Selection Criteria					
Contact the department on 9919 7600.					
Course Duration					
The course will be offered on a part-time basis over 630 nominal hours					
Course Structure					
A successful assessment outcome for:					
(a) 7 Units of Study aligned at AQF 5 made up of:					
– at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 5), and					
– up to 2 suitable Units of Study (aligned at AQF 5) drawn with appropriate contextualisation from other relevant endorsed training packages.					
(b) plus, successful assessment against the underpinning knowledge component of 28 Units of Study (aligned at levels up to and including AQF 4), made up of:					
– at least 20 Units of Study and up to 28 Units of Study (aligned at levels up to AQF 4) from other Transport and Distribution qualifications, and					
– up to 8 suitable Units of Study (aligned at levels up to and including AQF 3) drawn with appropriate contextualisation from other endorsed Training Packages.					
Unit of Study Code		Hours			
TDTA2798B	Evaluate and Select Bulk Handling and Storage Resources	40			
TDTA2998B	Plan and Manage Storage of Dangerous Goods and Hazardous Substances	40			
TDTA3501A	Manage International Freight Transfer	60			
TDTA3601A	Manage Handling and Storage of Perishable Food Products	60			
TDTB1098B	Plan and Implement Maintenance Schedules	30			
TDTD2598B	Plan Loading of Dangerous Goods	50			
TDTD2698B	Plan and Organise Movement and Storage of Bulk Materials	30			
			TDTL1298B	Apply Workplace Knowledge to Plan Improvements to Operations	40
			TDTL1398B	Establish and Manage Effective Workplace Relations	60
			TDTL1498B	Evaluate and Select Warehouse Resources	60
			TDTL1598B	Manage Change Processes Within the Organisation	60
			TDTL1898B	Select Employees	60
			TDTL1998B	Implement and Monitor Transport Logistics	40
			TDTL2098B	Develop and Maintain Operational Procedures for Transport and Distribution Enterprises	30
			TDTL2601A	Manage Export Logistics	100
			BSBMGT502A	Manage People Performance	60
			BSBHR505A	Manage Remuneration and Employee Benefits	
			BSBHR509A	Manage Rehabilitation/Return to Work Programs	
			TDTO598B	Plan and Manage Security Procedures for the Enterprise	50
			TDTO698B	Plan and Manage Security Procedures for Transferring and Transporting Dangerous Goods	40
			TDTP698B	Establish International Distribution Networks	130
			TDTP798B	Contribute to the Development of a Workplace Learning Environment	60
			TDTQ298B	Set and Achieve Budget	40
			TDTR398B	Negotiate a Contract	40
			TDTU601A	Conduct Environmental Audits	80
Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.					

Certificate III in Transport and Distribution (Mobile Cranes Operations)

Course Code: TDT30902

Campus

Werribee.

Career Opportunities

Road Transport Industry, specialising in Mobile Cranes.

Scope of Delivery

Contact the department on 9919 7600

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile cranes.

Entry Requirements

To qualify for admission to this course students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Selection Procedures/Selection Criteria

Contact the department on 9919 7600

Course Duration

This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

A successful assessment outcome for a total of 21 Units of Study, comprising:

- (a) the 17 compulsory Units of Study * below, and
- (b) 4 other Units of Study made up of:
 - at least 2 units and up to 4 units from the remaining Units of Study listed below and
 - up to 2 suitable Units of Study (aligned at AQF 3,2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.

Unit of Study Code		Hours
*TDTB197B	Check and Assess Operational Capabilities of Equipment	40
*TDTB1198B	Set Up And Rig Crane For Lift	30
*TDTB1298B	Plan Job and Set Up Work Areas	40
*TDTB1398B	Maintain Mobile Cranes	40
TDTB1498B	Load And Unload Wheeled or Tracked Crane	20
TDTB1598B	Undertake Site Inspection	20
*TDTB1698B	De-rig, Pack and Store Tools and Equipment	10
*TDTB1798B	Assemble and Dismantle Boom or Jib	80
*TDTC497C	Drive Heavy Rigid Vehicle	40
TDTC597C	Drive Heavy Combination Vehicle	40
TDTC1097B	Pilot or Escort Oversize and/or Overmassed Loads	20
TDTD197B	Shift Materials Safely Using Manual Handling Methods	20
TDTD1097B	Operate a Forklift	40
TDTD1397B	Move Materials Mechanically Using Automated Equipment	40
*TDTD3198B	Rig Load	40
TDTD3397B	Operate a Vehicle-Mounted Loading Crane	40
TDTD3498B	Operate a Mobile Crane Up to and Including 20 Tonnes on a Demolition Site	60
TDTD3598B	Operate a Boom Type Elevating Work Platform	30
*TDTD3698B	Lift and Move Load Using Mobile Crane Up To and Including 20 Tonnes	40
*TDTD4098B	Control Lift and Movement of Crane	20
TDTE897B	Process Workplace Documentation	20
TDTE997B	Use Pilot and Escort Communication	20
*TDTE1598B	Undertake Rigger/Dogger and Driver Communication	20
*TDTE1698B	Estimate/Calculate Load Shifting Requirements for a Mobile Crane	20
*TDTF197B	Follow OHS Procedures	20
*TDTF297B	Conduct Housekeeping Activities	20
*TDTF697B	Apply Accident-Emergency Procedures	20
HLTFA2A	Provide Advanced First Aid	30
*TDTG197B	Work Effectively with Others	40
*TDTI297C	Apply Customer Service Skills	30
TDTJ197B	Apply Quality Procedures	30
TDTK197B	Use Infotechnology Devices and Computer Applications In the Workplace	40
TDTL197B	Complete Workplace Orientation/Induction Procedures	30

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Motor Vehicle Driver Trainer (Car)

Course Code: 21370VIC

Campus

Werribee.

Career Opportunities

Motor vehicle driving instruction.

Scope of Delivery

This course is offered on a part-time basis

Course Objective

The course aims are to:

- provide a program of structured competency based training for the motor vehicle driving instruction industry;
- prepare people entering or already employed in the industry to meet the requirements of the national competency standards for instructors;
- meet the requirements of the state and territory regulatory bodies for the motor vehicle driving instruction industry;
- provide a system for formally recognising the skills and knowledge of new entrants to the industry, and those already in the industry, through the recognition of prior learning;
- improve the quality of service provided by motor vehicle driving instructors to their clients;
- raise the level of professionalism of the motor vehicle driving instruction industry throughout Australia.

This State-accredited course provides appropriate training for persons to apply for a Driving Instructor licence, where they are issued by State and Territory regulatory bodies.

Entry Requirements

Applicants must hold a current full Victorian Drivers Licence.

Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read English to a specified level using the National Reporting System (NRS) level 3.

Selection Procedures/Selection Criteria

Contact the Department on 9919 7600.

Course Duration

175 hours part time.

Course Structure

Unit of Study Code		Hours
BSBCMN310A	Deliver and Monitor Service To Customers	35
SRSCOP003A	Demonstrate Personal Image and Presentation Skills	5
TDTC197B	Drive Vehicles	30
TDTF197B	Follow OHS Procedures	20
VBN087	Financial Transactions and Records Maintenance	5
VBN088	Implement Driver Training	65
VBN089	Orientation to Motor Vehicle Instruction Industry	10
VBN090	Vehicle Presentation and Left Seat Controls	5

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicle)

Course Code: 21381VIC

Campus

Werribee.

Career Opportunities

Heavy Vehicle Driver Trainers

Scope of Delivery

This course is offered on a part-time basis.

Course Objective

The course aims to provide training for those seeking to become heavy vehicle driver trainers in Victoria.

Entry Requirements

To qualify for entry into this course applicants must:

- have completed the Certificate III in Motor Vehicle Driver Trainer (Car)
- hold a current full Australian drivers license endorsed for the appropriate vehicle classification in Victoria, with demonstrated industry experience or similar experience driving the vehicle under that category

Applicants with English as a second language will be expected to demonstrate an ability to speak, listen, write and read in English to a specified level using the National Reporting System (NRS) level 3.

Selection Procedures/Selection Criteria

Contact the Department on 9919 7600.

Course Duration

255 hours part time.

Course Structure

Unit of Study Code	Hours
BSBCMN310A Deliver and Monitor Service to Customers	35
SRSCOP003A Demonstrate Personal Image and Presentation Skills	5
TDTC197B Drive Vehicles	30
TDTC497B Drive Heavy Rigid Vehicles	40
TDTC597B Drive Heavy Combination Vehicles	40
TDTF197B Follow OHS Procedures	20
VBN087 Financial Transactions and Records Maintenance	5
VBN088 Implement Driver Training	65
VBN089 Orientation to Motor Vehicle Instruction Industry	10
VBN090 Vehicle Presentation and Left Seat Control	5

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate II in Transport and Distribution (Rail Operations)

Course Code: TDT20402

Campus

Werribee.

Career Opportunities

Operations sector of the rail industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 210–510 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total 14 Units of Study, comprising:

- 7 Units of Study aligned at AQF 2 made up of:
 - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.
- 7 Units of Study at AQF 1 made up of:
 - at least 5 Units of Study and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Rail Operations) (aligned at AQF 1), and
 - up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code	Hours
TDTA397B Connect and Disconnect Reefer Units of Study	40
TDTA1497B Use Product Knowledge to Complete Work Operations	20
TDTB197B Check and Assess Operational Capabilities of Equipment	40
TDTB2201A Diagnose and Rectify Minor Faults	30
TDTB2301A Provide Sanitation and Water Services Support To Passenger Transportation Units of Study	20
TDTB2901A Use and Maintain Minor Mechanical Equipment	20
TDTD397C Handle Dangerous Goods/Hazardous Substances	40
TDTD497B Load and Unload Goods/Cargo	30
TDTD797B Prepare Cargo for Transfer with Slings	40
TDTD1097B Operate a Forklift	40
TDTD1297B Operate Specialised Load Shifting Equipment	40
TDTD1397B Move Materials Mechanically Using Automated Equipment	40
TDTD1697B Load and Unload Explosives and Dangerous Goods	30
TDTD2298B Conduct Weighbridge Operations	20
TDTD4501A Operate Specialised Light Load Shifting Equipment	40
TDTE197B Present Routine Workplace Information	40
TDTE701A Use Communication Systems	20
TDTE897B Process Workplace Documentation	20
TDTF697B Apply Accident-Emergency Procedures	20
TDTF1097B Apply Fatigue Management Strategies	30
TDTF1297B Apply Safe Procedures when Handling/Transporting Dangerous Goods or Explosives	30
TDTF1801A Operate and Maintain Fire-Fighting Equipment	20
TDTF1901A Ensure a Safe On-Board Passenger and Working Environment	30
TDTF5801A Apply Safeworking Rules and Regulations to Rail Operations	40
HLTFA1A Apply Basic First Aid	10
TDTG701A Work in a Socially Diverse Environment	20
TDTGCSO01A Create Customer relationship	40
TDTGCSO02A Deal with Customer Feedback	10
TDTGCSO04A Meet Customer Needs and Expectations	10
TDTGCSO06A Address Customer Needs	10
TDTJ197B Apply Quality Procedures	20

TDTK197B	Use Infotechnology Devices and Computer Applications in the Workplace	40
TDTK397B	Apply Keyboard Skills	20
TDTK798B	Perform Electronic Data Interchange (EDI) to Transmit Shipping documentation	10
TDTL898B	Complete Routine Administrative Tasks	10
TDTL3101A	Monitor and Process Attendance Records	20
TDTL4101A	Monitor and Record Rolling Stock Locations	30
TDTL4601A	Handle Customer Luggage/Property	20
TDTL4801A	Prepare for Train Departure	20
TDTO1198B	Provide Revenue Protection Measures	20
TDTO1398B	Administer Security of Assets and Facilities	20
TDTQ1101A	Maintain Petty Cash Account	10
TDTQ1201A	Sell Products and Services	30
TDTU701A	Care for the Environment	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate III in Transport and Distribution (Rail Operations)

Course Code: TDT30402

Campus

Werribee.

Career Opportunities

Operations sector of the rail industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 335–1260 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total of 21 Units of Study, comprising:

- (a) at least 5 Units of Study and up to 7 Units of Study aligned at AQF 3 made up of:
 - at least 3 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 3), and
 - up to 2 suitable Units of Study (aligned at AQF 3) drawn with appropriate contextualisation from either other Transport and Distribution Certificate III qualifications, or other relevant endorsed Training Packages.
- (b) and at least 7 Units of Study and up to 9 units at AQF 2 made up of:
 - at least 5 Units of Study and up to 9 Units of Study from those listed from the Certificate II in Transport and Distribution (Rail Operation) (aligned at AQF 2), and
 - up to 2 suitable Units of Study (aligned at AQF 2) drawn with appropriate contextualisation from either other Transport and Distribution Certificate II qualifications, or other relevant endorsed Training Packages.

(c) and 7 Units of Study aligned at AQF 1 made up of:

- at least 5 units and up to 7 Units of Study from those listed for the Certificate I in Transport and Distribution (Warehousing and Storage) (aligned at AQF 1), and
- up to 2 suitable Units of Study (aligned at AQF 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate I qualifications, or other relevant endorsed Training Packages.

Unit of Study Code		Hours
TDTA297B	Maintain Container/Cargo Records	20
TDTA497B	Process Receipt and Delivery of Containers and Cargo	40
TDTA897B	Transfer Cargo	40
TDTA1797B	Apply Product Knowledge to Organise Work Operations	40
TDTA3801A	Control and Order Stock	40
TDTA3901A	Receive and Store Stock	40
TDTB297B	Test Equipment and Isolate Faults	20
TDTB1801A	Conduct Full Train Examination	40
TDTB1901A	Test Train Braking System	30
TDTB2001A	Visually Inspect Stationary Train	80
TDTB2101A	Conduct Train Roll By Inspection	20
TDTB2501A	Prepare, Start and Shut Down Motive Power Unit	150
TDTB2601A	Prepare for Train Operation	40
TDTB2701A	Set Up and Shut Down On-Train Remote Control System	30
TDTC1197B	Transport Passengers with Disabilities	40
TDTC1701A	Shunt Rolling Stock	120
TDTC1801A	Operate On-Train Remote Control System	40
TDTC2101A	Drive Tram	40
TDTD1197B	Conduct Specialised Forklift Operations	40
TDTD1597B	Identify and Classify Explosives and Dangerous Goods	20
TDTD2398B	Use Specialised Liquid Bulk Gas Transfer Equipment	40
TDTD2498B	Use Specialised Liquid Bulk Gas Transfer Equipment (Gravity/Pressurised)	40
TDTD3198B	Rig Load	40
TDTD3397B	Operate a Vehicle-Mounted Loading Crane	40
TDTD3598B	Operate a Boom Type Elevating Work Platform	30
TDTD4098B	Control Lift and Movement of Crane	20
TDTD4301A	Shift Loads Using Gantry Equipment	80
TDTD4401A	Shift Loads Using Cranes	80
TDTE297B	Estimate/Calculate Mass, Area and Quantify Dimensions	30
TDTE497B	Prepare Workplace Documents	20
TDTE1298B	Consolidate Manifest Documentation	20
TDTE1598B	Undertake Rigger/Dogger and Driver Communication	20
TDTE1698B	Estimate/Calculate Load Shifting Requirements for a Mobile Crane	20
TDTE1801A	Maintain Freight Records	20
TDTE1901A	Work with Travel Agencies and Sales Outlets	40
TDTF397B	Implement and Monitor OHS Procedures	30
TDTF1397B	Coordinate Breakdowns and Emergencies	30
TDTF5401A	Apply 'Code of Practice for the Defined Interstate Rail Network'	
	To Shunting on the Network	20
HLTFA2A	Apply Advanced First Aid	30
TDTG297B	Lead a Work Team or Group	40
TDTI397B	Provide Customer Service in Passenger Vehicles/Vessels	20
TDTI797C	Provide Freight Forwarding Information to Customers	40
TDTI998B	Provide On-Board Services to Customers	20
TDTGCS03A	Process Customer Complaints	10
BSBCMN310A	Deliver and Monitor a Service to Customers	35
TDTL297B	Undertake Employee Payroll Activities	20
TDTL397B	Conduct Induction Process	20
TDTL3501A	Allocate Motive Power	20

TDTL3901A	Assist with Train Operations	200
TDTL4501A	Organise Services for Special Events	20
TDTL5101A	Plan Train Consists	20
BSBCM302A	Organise Personal Work Priorities and Development	30
BSZ404A	Train Small Groups	30
BSZ402A	Conduct Assessment	15
TDT01298B	Manage Disruptive and/or Unlawful Behaviour	20
TDT01501A	Maintain Security of Railway Property and Revenue	30
TDT01601A	Apply and Monitor Workplace Security Procedures	40
TDTQ498B	Organise Freight Invoicing and Payment	30
TDTQ1301A	Advise on and Construct Fares for Customers	30

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate IV in Transport and Distribution (Rail Operations)

Course Code: TDT40402

Campus

Werribee.

Career Opportunities

Contact the department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the operations sector of the rail industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 450–1710 nominal hours or part-time equivalent.

Course Structure

A successful assessment outcome for a total of 28 Units of Study, comprising:

- 7 Units of Study aligned at AQF 4 made up of:
 - at least 5 Units of Study and up to 7 Units of Study from those listed below (aligned at AQF 4), and
 - up to 2 suitable Units of Study (aligned at AQF 4) drawn with appropriate contextualisation from either other Transport and Distribution Certificate IV qualifications, or other relevant endorsed Training Packages.
- and the 17 compulsory Units of Study listed for the Certificate III in Transport and Distribution (Mobile Cranes Operations);
- and 4 other Units of Study made up of:
 - at least 2 Units of Study and up to 4 Units of Study from the remaining Units of Study listed below for the Certificate III in Transport and Distribution (Mobile Cranes Operations) (aligned at AQF 3), and
 - up to 2 suitable Units of Study (aligned at AQF levels 3,2 or 1) drawn with appropriate contextualisation from either other Transport and Distribution Certificate qualifications, or other relevant endorsed Training Packages.

Unit of Study Code		Hours
TDTA597B	Check and Evaluate Records and Documentation	20
TDTA697B	Organise and Monitor Terminal/Wharf Operations	40
TDTA2597C	Regulate Temperature Controlled Stock	20
TDTA3198B	Consolidate Freight	30
TDTA3298B	Organise Transport of Freight or Goods	20
TDTC1401A	Prepare, Operate, Monitor and Stable Steam	

	Locomotive	80
TDTC1501A	Prepare, Operate, Monitor and Stable Motive Power Unit	160
TDTC1601A	Conduct Marshalling Operations	20
TDTC1901A	Drive Train to Operational Requirements	200
TDTC2201A	Operate Passenger Train	120
TDTC2301A	Operate Train with Due Consideration of Route Conditions	200
TDTC2401A	Operate Urban Passenger Train	200
TDTD897B	Monitor Crane Operations	40
TDTD997B	Direct Crane Operations	40
TDTE697C	Collect, Analyse and Present Workplace Date and Information	30
TDTE1398B	Apply Workplace Statistics	20
TDTF797B	Implement and Coordinate Accident-Emergency Procedures	40
TDTF1498B	Develop and Maintain a Safe Workplace	50
TDTF2101A	Respond to Train-Driving Emergencies and Abnormal Situations	40
TDTF5101A	Apply 'Code of Practice for the Defined Interstate Rail Network' To Train Driving	20
TDTF5201A	Apply 'Code of Practice for the Defined Interstate Rail Network' To Train Controlling	20
TDTG698B	Facilitate Work Teams	50
TDTI197C	Coordinate Quality Customer Service	30
TDTI598B	Market Services and Products to Clients	40
TDTI898B	Monitor Transport Activities at Interchanges	40
TDTI1601A	Service Freight Customers	40
TDTI1701A	Develop Freight Customers	40
TDTL597C	Apply Conflict/Grievance Resolution Strategies	40
TDTL998B	Manage Personal Work Priorities and Professional Development	50
TDTL1098B	Assess and Confirm Customer Transport Requirements	40
TDTL3201A	Implement Equal Employment Equity Strategies	20
TDTL3301A	Promote Effective Workplace Practice	20
TDTL3401A	Arrange Alternative Passenger Transport	20
TDTL3601A	Develop Rosters	20
TDTL3701A	Apply and Amend Rosters	20
TDTL3801A	Organise Marshalling and Shunting Operations	40
TDTL4001A	Plan and Control Daily Train Operations	30
TDTL4201A	Control Rail Traffic Movement	30
TDTL4301A	Allocate Freight	20
TDTL4401A	Organise Freight Yard Movement	40
TDTL4701A	Coordinate Train Movement Activities	30
TDTL4901A	Develop Train Plans and Schedules	30
TDTL5001A	Allocate Rolling Stock	20
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15
BSZ401A	Plan Assessment	15
BSZ403A	Review Assessment	5
BSZ506A	Develop Assessment Procedures	25
BSZ507A	Develop Assessment Tools	25
TDTP197B	Develop Plans to Meet Customer and Organisation Needs	40
TDTP297B	Facilitate and Capitalise on Change in the Workplace	50
TDTP598B	Manage Workplace Information	60
TDTQ1001A	Maintain Customer Credit Accounts and Services	20
TDTU101A	Implement and Monitor Environment Protection Policies and Procedures	20

Some Units of Study Descriptors are listed under the Units of Study Details section of this Handbook.

Certificate II in Transport and Distribution (Stevedoring)

Course Code: TDT20302

Campus

Werribee.

Career Opportunities

Contact the Department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

Contact the Department on 9919 7600.

Course Duration

The course may be offered on a full time basis over 240–510 nominal hours or part time equivalent.

Course Structure

The structure of the course comprises a minimum of 14 Units of Study selected by the student, with the approval of the Head of Department of which -

- (a) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (b) 7 Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate III in Transport and Distribution (Stevedoring)

Course Code: TDT30302

Campus

Werribee.

Career Opportunities

Contact the Department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

Contact the Department on 9919 7600.

Course Duration

The course may be offered on a full time basis over 355–910 nominal hours or part time equivalent.

Course Structure

The structure of the course comprises a minimum of 21 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) a minimum of 5 Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which:
 - a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (b) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (c) 7 Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate IV in Transport and Distribution (Stevedoring)

Course Code: TDT40302

Campus

Werribee.

Career Opportunities

Contact the Department on 9919 7600.

Scope of Delivery

Contact the Department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the stevedoring industry.

Entry Requirements

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

Selection Procedures/Selection Criteria

Contact the Department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 460–1260 nominal hours or part-time equivalent.

Course Structure

The structure of the course comprises a minimum of 28 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) 7 Units of Study at Australian Qualifications Framework level 4 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (b) a minimum of 5 Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which:
 - a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (c) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.
- (d) 7 Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any relevant industry training package endorsed by the Australian National Training Authority.

Certificate II in Transport and Distribution (Administration)

Course Code: TDT21102

Campus

Werribee.

Career Opportunities

Contact the department on 9919 7600.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 240-470 nominal hours or part-time equivalent.

Course Structure

The structure of the course comprises a minimum of 14 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) 7 Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (b) 7 Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

Certificate III in Transport and Distribution (Administration)

Course Code: TDT31102

Campus

Werribee.

Career Opportunities

Contact the department on 9919 7600.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 365-770 nominal hours or part-time equivalent.

Course Structure

The structure of the course comprises a minimum of 21 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) a minimum of 5 Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which;
 - a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (b) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications Framework level 2 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (c) 7 Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

Certificate IV in Transport and Distribution (Administration)

Course Code: TDT41102

Campus

Werribee.

Career Opportunities

Transport Industry.

Scope of Delivery

Contact the department on 9919 7600.

Course Objective

The course aims to provide students with the knowledge and skills required to undertake work in the administration sector of the road and rail transport, warehousing, storage, stevedoring and allied industries.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Contact the department on 9919 7600.

Course Duration

The course may be offered on a full-time basis over 470–1000 nominal hours or part-time equivalent.

Course Structure

The structure of the course comprises a minimum of 28 Units of Study selected by the student, with the approval of the Head of Department of which:

- (a) 7 Units of Study at Australian Qualifications Framework level 4 of which;
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 11 & 12 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate IV in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (b) a minimum of 5 Units of Study and a maximum of 7 Units of Study at Australian Qualifications Framework level 3 of which:
 - a minimum of 3 Units of Study having regard to the list of relevant Units of Study on pages 9 & 10 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate III in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (c) a minimum of 7 Units of Study and a maximum of 9 Units of Study at Australian Qualifications -Framework level 2 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on pages 7 & 8 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate II in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority;
- (d) 7 Units of Study at Australian Qualifications Framework level 1 of which:
 - a minimum of 5 Units of Study having regard to the list of relevant Units of Study on page 6 of the Transport & Distribution Training Package TDT02(V1), published by Australian National Training Authority, 2002;
 - a maximum of 2 Units of Study having regard to any other Certificate I in Transport and Distribution or relevant industry training package endorsed by the Australian National Training Authority.

School of Further Education, Arts & Employment Services

The School of Further Education, Arts and Employment Services consists of six Departments offering the following programs:

Department of Access Programs

Includes Adult General Education Programs; English Language Programs; Women's Education Programs which offers a range of ESL, Literacy and Access courses, and Adult Migrant Education English Language Programs in a subcontracting arrangement with AMES.

Department of Employment and Training Services

Includes Work Education Programs for students with special needs and Pre-VCE/VET programs for 15-17 year olds, as well as the Victorian Certificates of Applied Learning (VCAL) and is responsible for the management of TAFE's Youth Pathways Program (YPP).

The department also manages a number of significant Service Contracts funded by the Commonwealth Government. These include New Apprenticeships Support Services (NASS) managed through the department's Jobs Plus New Apprenticeships Centre (NAC); Employment Services delivered through the Jobs Plus Employment Services unit; and the Work for the Dole Program, Community Work Coordinator (CWC) delivered by the Community Initiatives Program team. The Department's assessment team services University contracts with the Victorian Taxi Directorate, Victoria Police and others together with offering language, literacy and numeracy assessments to a range of enterprises. The Department focuses on identifying and responding to new employment initiatives as they are developed at local, state and federal levels.

Department of Further Education Programs

Includes Adult VCE offering Units 1 to 4; Liberal Arts and Further Education Programs, which include Certificate IV in Further Education and Preparation for Tertiary Studies, and Professional Writing courses. Most courses can be undertaken either on a part-time or full-time basis. Modules in some of the courses are available in flexible mode. The department is also responsible for the delivery of a University Preparation Program planned to be delivered at a range of offshore locations including China and Russia.

Department of Music

The only provider in Melbourne's Western region of courses in Contemporary Performance, Music Business and Technical Production. The Head of Department is also responsible for managing the Bachelor of Music Degree program in accord with the University's affiliation with the Melba Conservatorium of Music, in addition to ensuring the expansion of music programs through liaison with the Melba Conservatorium of Music, higher education faculties and industry to support the University in the establishment of Sunbury Campus as a significant site for music education and training.

Department of Visual Art, Design and Multimedia

Includes courses in Applied Design, Graphic Arts, Multimedia and Visual Art.

The Department of Vocational Education Programs

Offers courses in Library and Information Services; Professional Writing and Editing; and Science for Nurses. The department also manages the Student Learning Support Centre which includes: the Language and Literacy Self Access Centres and a Multi-media Language Centre for students in English Language Programs; Maths Learning and Literacy Learning Centres which provide individual learning support to students enrolled in the School's Adult General Education and Further Education programs.

The Department has received national recognition for its student outcomes in the prestigious English for Health Professional course, funded by LLNP sources. The Department is also recognised for its expertise in the delivery of programs to disadvantaged youth and pathways to mainstream TAFE and Higher Education courses. Bridging programs into VET mainstream courses (aged care, hospitality) and a new Clinical Bridging program for Overseas Qualified Medical Practitioners are also being offered. Languages Other Than English (LOTE) is offered as short courses on a fee-paying basis.

The School of Further Education, Arts and Employment Services courses are delivered at City Flinders, City King, South Melbourne, Footscray Nicholson, Melton, St Albans, Sunbury, Sunshine and Werribee campuses.

A considerable proportion of students enrolled in the School's programs are adults returning to study and from a Non-English Speaking Background. These students are predominantly enrolled in the School's further education programs. The School has well-equipped Language and Literacy Self Access Centres and Literacy and Maths Learning Centres to provide specialist tuition to students enrolled in the School's English Language, Adult Literacy, VCE/VCAL programs.

Innovation in delivery and development of programs remains an important focus of the School of Further Education, Arts and Employment Services to ensure that it retains its status as a provider of quality education and training. The School's educational initiatives aim to provide a model of best practice in flexible delivery and use of new learning technologies demonstrated by the establishment of a language multi-media center, a multi-media Music Hub and a training program for the Computer Games industry through the Advanced Diploma of Art (Electronic Design and Interactive Media).

The School, as part of its commercial operations, has a history of tendering for a broad range of government funded projects and programs to complement and enrich its recurrently funded program profile. Successful tenders include: ANTA Innovative Adult Literacy Projects; OTTE development of on-line modules within the Diploma of Liberal Arts; DEWR for Job Network Services and Work for the Dole Programs; and DEST for New Apprenticeships Services; Department of Human Services with the Futures program for people with special needs and preliminary VET in Schools initiatives relevant to Year 10 students not yet ready for conventional VETiS.

Nel Cook

Associate Director

School of Further Education, Arts and Employment Services

Department of Access Programs

The Department of Access Programs – TAFE offers Adult General Education Programs; English Language Programs; Women's Education Programs which offers a range of ESL, Literacy and Access courses, and Adult Migrant Education English Language Programs in a subcontracting arrangement with AMES.

Course Codes

21497VIC	Certificate I in ESL (Access)
21498VIC	Certificate II in ESL (Access)
21499VIC	Certificate III in ESL (Access)
21500VIC	Certificate IV in ESL (Access)
90989NSW	Course in Preliminary Spoken and Written English
90994NSW	Certificate I in Spoken and Written English
90993NSW	Certificate II in Spoken and Written English
90992NSW	Certificate III in Spoken and Written English 90992NSW
21249VIC	Certificate I in General Education for Adults (Introductory)
21250VIC	Certificate I in General Education for Adults
21251VIC	Certificate II in General Education for Adults
21252VIC	Certificate III in General Education for Adults
CUF10101	Certificate I in Media
21261VIC	Certificate I in Vocational Studies (Hospitality)
21047VIC	Certificate I in English Language Literacies
21048VIC	Certificate II in English Language Literacies
14795VIC	Course in Women's Access

Virginia Saint James

Head, Department of Access Programs–TAFE

English as a Second Language Access

Certificate I in ESL (Access)

Certificate II in ESL (Access)

Certificate III in ESL (Access)

Certificate IV in ESL (Access)

Course Code: 21497VIC Certificate I

Course Code: 21498VIC Certificate II

Course Code: 21499VIC Certificate III

Course Code: 21500VIC Certificate IV

Campus

Footscray Nicholson, St Albans, Werribee.

Career Opportunities

Various further study.

Scope of Delivery

This/these course/s may be offered on a full-time or part-time basis.

Course Objective

The ESL Access courses aim to provide participants from non English speaking backgrounds with:

- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration

This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.

Course Structure

Certificate I - Access

Core Units of Study

Unit of Study Code		Hours
VBN462	Listening (Access I)	100
VBN463	Speaking (Access I)	100
VBN464	Reading (Access I)	100
VBN465	Writing (Access I)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

Certificate II - Access

Core Units of Study

Unit of Study Code		Hours
VBN466	Listening (Access II)	100
VBN467	Speaking (Access II)	100
VBN468	Reading (Access II)	100
VBN469	Writing (Access II)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50

VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

Certificate III - Access**Core Units of Study**

Unit of Study Code		Hours
VBN470	Listening (Access III)	100
VBN471	Speaking (Access III)	100
VBN472	Reading (Access III)	100
VBN473	Writing (Access III)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

Certificate IV - Access**Core Units of Study**

Unit of Study Code		Hours
VBN482	Listening (Access IV)	100
VBN483	Speaking (Access IV)	100
VBN484	Reading (Access IV)	100
VBN485	Writing (Access IV)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

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

Course in Preliminary Spoken and Written English**Certificate I in Spoken and Written English****Certificate II in Spoken and Written English****Certificate III in Spoken and Written English**

Course Code: 90989NSW Course

Course Code: 90994NSW Certificate I

Course Code: 90993NSW Certificate II

Course Code: 90992NSW Certificate III

Campus

Sunshine.

Career Opportunities:

Further education and general employment.

Scope of Delivery:

The course/s may be offered on a full time or part-time basis.

Course Objective:

The courses aim to develop language level and literacy skills.

Entry Requirements:

To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria:

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration:

These courses may be offered on a full time or part-time basis.

Course in Preliminary Spoken and Written English is 200 nominal hours.

Certificate I in Spoken and Written English is 300 nominal hours.

Certificate II in Spoken and Written English is 300 nominal hours.

Certificate III in Spoken and Written English is 300 nominal hours.

Course Structure:**Course in Preliminary Spoken and Written English - Compusory:**

Unit of Study Code		Hours
90989NSWA	Orientation to Literacy and Numeracy	100
90989NSWB	Orientation to Communication Skills	100

Certificate I - Compusory:

Unit of Study Code		Hours
0994NSWA	Beginner Strategies for Learnin	75
90994NSWB	Beginner Communication Skills	75

Elective Units of Study

Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code		Hours
90994NSWC	Beginner spoken interaction skills	50
90994NSWD	Beginner spoken discourse skills	50
90994NSWE	Beginner speaking and reading skills	50
90994NSWF	Beginner listening and reading skills	50
90994NSWG	Beginner reading and writing skills	50
90994NSWH	Beginner writing skills	50
90994NSWI	Beginner mathematical skills	50
90994NSWJ	Beginner measurement skills	50
90994NSWK	Beginner visual numeracy skills	50

Certificate II Compulsory:

Unit of Study Code	Hours
90993NSWA Building Listening and Speaking Skills	75
90993NSWB Beginning Reading and Writing Skills	75

Elective Units of Study

Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code	Hours
90993NSWC Post-beginner strategies for learning	50
90993NSWD Post-beginner listening and speaking skills	50
90993NSWE Post-beginner spoken interaction skills	50
90993NSWF Post-beginner spoken discourse skills	50
90993NSWG Post-beginner reading skills	50
90993NSWH Post-beginner reading and writing skills	50
90993NSWI Post-beginner writing skills	50
90993NSWJ Post-beginner mathematical skills	50
90993NSWK Post-beginner measurement skills	50
90993NSWL Post-beginner visual numeracy skills	50

Certificate III Compulsory:

Unit of Study Code	Hours
0992NSWA Developing Listening and Speaking Skills	75
0992NSWB Developing Reading and Writing Skills	75

Elective Units of Study

Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

Unit of Study Code	Hours
90992NSWC Intermediate conversation skills	50
90992NSWD Intermediate spoken interaction skills	50
90992NSWE Intermediate negotiation skills	50
90992NSWF Intermediate spoken expression skills	50
90992NSWG Intermediate spoken discourse skills	50
90992NSWH Intermediate media skills	50
90992NSWI Intermediate data presentation skills	50
90992NSWJ Intermediate written communication skills	50
90992NSWK Intermediate written discourse skills	50
90992NSWL Intermediate written expression skills	50
90992NSWM Intermediate narrative writing skills	50
90992NSWN Intermediate mathematical skills	50
90992NSWO Intermediate measurement skills	50

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

Certificates in General Education for Adults**Certificate I in General Education for Adults (Introductory)**

Course Code: 21249VIC

Campus

Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities

Further education and training.

Scope of Delivery

Full time, Part-time and Flexible delivery

Course Objective

The course aims to provide learners with:

- an accredited general education course at AQF level I;
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria

All applicants who wish to study within the Certificate I in General Education for Adults (Introductory)(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure**Core Units of Study**

Unit of Study Code	Hours
VBM685 Reading and Writing–Introductory	100
VBM686 Numeracy and Mathematics – Introductory	100

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Units of Study

VBM563 Oral Communications–Introductory	80
VBM687 General Curriculum Options – Introductory	80

or

160 Hours of Elective Units of Study at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

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

Certificate I in General Education for Adults

Course Code: 21250VIC

Campus

Footscray Nicholson, St Albans, Sunbury, Werribee..

Career Opportunities

Further education and training.

Scope of Delivery

Full time, Part-time and Flexible delivery

Course Objective

The course aims to provide learners with:

- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

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

Selection Procedures/Selection Criteria

All applicants who wish to study within the Certificate I in General Education for Adults(21250VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code	Hours
VBM688 Reading & Writing 1	100
VBM689 Numeracy & Mathematics 1	100

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Units of Study

VBM564 Oral Communications 1	80
VBM690 General Curriculum Options 1	80

or

160 Hours of Elective Units of Study at the same AQF level may be drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

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

Certificate II in General Education for Adults

Course Code: 21251VIC

Campus

Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities

Further education and training.

Scope of Delivery

Full time, Part-time and Flexible delivery

Course Objectives

The course aims to provide learners with:

- an accredited general education course at AQF level II;
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level.

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

Selection Procedures/Selection Criteria

All applicants who wish to study within the Certificate II in General Education for Adults(21251VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration

The course may be offered on a full-time basis over 280 nominal hours or part-time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code	Hours
VBM691 Reading and Writing II	100
VBM692 Numeracy and Mathematics II	100

80 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Units of Study

VBM565 Oral Communications II 80

or

VBM693 General Curriculum Options II 80

or

80 Hours of Elective Units of Study at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Further education and training. Electives will be selected by the Program Area.

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

Certificate III in General Education for Adults

Course Code: 21252VIC

Campus

Footscray Nicholson, St Albans, Sunbury, Werribee.

Career Opportunities

Further education and training.

Scope of Delivery

Full time, Part-time and Flexible delivery

Course Objectives

The course aims to provide learners with:

- an accredited general education course at AQF level III;
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements

To qualify for admission to the course students must have successfully completed Certificate II Level or be assessed by the Program Manager as competent at Certificate II Level.

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

Selection Procedures/Selection Criteria

All applicants who wish to study within the Certificate III in General Education for Adults(21252VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration

The course may be offered on a full-time basis over 260 nominal hours or part-time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code	Hours
VBM694 Reading and Writing III	100

or

VBM695 Numeracy and Mathematics III 100

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Core Units of Study

VBM566 Oral Communications III	80
VBM696 General Curriculum Options III	80

or

160 Hours of Elective Units of Study at the same AQF level drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

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

Certificate I in Media

Course Code: CUF10101

Campus

Footscray Nicholson.

Career Opportunities

Further education and training, traineeships and apprenticeships

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

The course develops basic skills in radio, video and multimedia, and prepares students for further study in these areas.

Entry Requirements

To qualify for admission to the course, applicants must be 16 years and over, have specific learning difficulty, and are able to travel independently. Student must be able to demonstrate their commitment to employment or further education.

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

Selection is conducted via individual interviews.

Course Duration

The course may be offered on a full-time basis over a minimum of 180 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
CUFGEN01A Develop and apply industry knowledge media activity	15 30
CUFPOP01A Prepare and participate in an electronic	
CUSAF01A Follow health, safety and security procedures	15

Elective Units of Study

At least three Elective Units of Study selected by the student with the approval of the Head of Department, with a maximum of two units selected from 4b (ii).

(i)	
CUECOR1A Manage own work and learning	15
CUETGE7A Carry out manual soldering and desoldering	20
CUETGE8A Use hand tools	15
CUFAM01A Set up and operate a basic video camera	50
CUSADM01A Purchase and hire equipment/supplies	35
CUSGEN01A Use and adapt to changes in technology	20
CUSSOU01A Move and set up instruments and equipment	35
CUSSOU02A Operate a portable audio recorder	35
CUSSOU03A Transfer sound	20
ICAITU005B Operate computer hardware	20
ICAITU006B Operate computing packages	60
ICPMM63BA Access the internet	20
THHGH03A Provide first aid	24

(ii)	
Unit of Study Code	Hours
CUECLE1A Undertake general administrative procedures	20
CUECOR2A Work with others	15
CULMS413A Use information technology	40
CUSGEN02A Work in culturally diverse environment	35

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

Certificate I in Vocational Studies (Hospitality)

Course Code: 21261VIC

Campus

Footscray Nicholson, Sunbury.

Career Opportunities

Further education and training, traineeships and apprenticeships

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

The course is designed for persons seeking entry-level vocational skills and qualifications and for whom direct entry into a specific vocational training program is not appropriate. Such persons may include: those with interrupted schooling, from non English speaking backgrounds, from disadvantaged backgrounds; early school leavers; long term unemployed; persons returning to study or changing career; and those who wish to investigate a vocation before committing to specific training.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate, to the satisfaction of the Head of Department, their ability to:

- Read, comprehend and discuss printed familiar information in English;
- Write simple sentences;
- Participate in small informal groups; and
- Use and analyse simple data, relation and pattern, number measurement and shape.

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

Selection is conducted via individual interviews.

Course Duration

The course may be offered on a full-time basis over 212 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
VBH722 Career Studies	40
VBH723 Industry Familiarisation	40
VBH724 Workplace Skills	40

Elective Units

(i) Units together totalling a minimum of 40 nominal hours selected from:

Unit of Study Code	Hours
FNBF02A Communicate in the workplace	30
ICAITU128A Operate a personal computer	30
ICPMM63BA Access the internet	20
KBK425 Koorie cultural identity	30
KBK426 Koorie health	30
KBK431 Child care and adoption	30
NCS002 Writing skills for work	20
NCS003 Job seeking skills	20
NOS116 Keyboard techniques and operation	20
NOS118 Computer operations – data retrieval	10
VBC858 Numeracy and mathematics 1	80
VBC859 Numeracy and mathematics 2	80
VBC860 Numeracy and mathematics 3	80
VBD751 Study skills	20
VBH725 Working for yourself	30
VBH726 Workplace research project	40
VBH727 Apply quality procedures	10

(ii) One group of units selected from the following groups:

(a)

Unit of Study Code	Hours
THHCOR03A Follow health, safety and security procedures	5
THHBH0/4A Prepare rooms for guests	25
THHBH01A Provide housekeeping services to guests	10
THHBH02A Clean premises and equipment	12

(b)

Unit of Study Code	Hours
THHGHS01A Follow workplace hygiene procedures	15
THHCOR03 Follow health safety and security procedures	5
THHBKA01A Organise and prepare food	20
THHBKA03A Receive and store stock	10
THHBH02A Clean premises and equipment	12

(c)

Unit of Study Code	Hours
THHGHS01A Follow workplace hygiene procedures	15
THHCOR03A Follow health, safety and security procedures	5
THHBFB09A Provide responsible service of alcohol	10
THHBFB01A Operate a bar	30
THHBFB01A Clean and tidy bar areas	10
THHBFB09A Prepare and serve non alcoholic beverages	15

(d)

Unit of Study Code	Hours
THHGHS01A Follow workplace hygiene procedures	15
THHCOR03A Follow health, safety and security procedures	5
THHBFB02/3A Provide food and beverage service	110
THHBFB09A Prepare and serve non-alcoholic beverages	15

Units of study are selected by the student with the approval of the Head of Department.

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

Certificate I in English Language Literacies

Course Code: 21047VIC

Campus

Footscray Nicholson.

Career Opportunities

Various – further study.

Scope of Delivery

Full-time.

Course Objective

The course aims to provide a flexible English language pathway for adult Language Background Other Than English (LBOE) learners who prefer a less formal approach to learning and assessment.

Entry Requirements

There are no formal entry requirements for the course.

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

Selection Procedures/Selection Criteria

Applicants are required to attend an interview and are assessed to determine their language levels.

Course Duration

The course is offered on a full-time basis over 200 nominal hours or part-time equivalent.

Course Structure

Unit of Study Code	Hours
VBJ707 Oral Communication 1B	40
VBJ708 Reading & Writing 1B	40
VBJ709 Numeracy 1B	40
VBJ710 Electronic Texts 1B	40
VBJ711 Diagrammatic Texts 1B	40

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

Certificate II in English Language Literacies

Course Code: 21048VIC

Campus

Footscray Nicholson.

Career Opportunities

Various—further study

Scope of Delivery

Delivered full-time only at Footscray Nicholson Campus.

Course Objective

The course aims to provide a flexible English language pathway for adult Language Background Other Than English (LBOE) learners who prefer a less formal approach to learning and assessment.

Entry Requirements

There are no formal entry requirements for the course.

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

Selection Procedures/Selection Criteria

Applicants are required to attend an interview and are assessed to determine their language levels.

Course Duration

The course is offered on a full-time basis over 400 nominal hours or part-time equivalent.

Course Structure

Unit of Study Code	Hours
VBJ712 Oral Communication 2	80
VBJ713 Reading & Writing 2	80
VBJ714 Numeracy 2	80
VBJ715 Electronic Texts 2	80
VBJ716 Diagrammatic Texts 2	80

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

Course in Women's Access

Course Code: 14795VIC

Campus

Footscray Nicholson.

Career Opportunities

These programs are designed to meet the needs of women wanting to return to study or the workforce, or in other ways wanting to improve their skills.

Scope of Delivery

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

Course Objective

Women's Access programs provide training and educational services for women in a supportive and non-threatening environment. The staff are committed to encouraging women's growth and empowerment.

The course is an access course and will provide a pathway for women who are returning to study or upgrading their skills before re-entering the workforce.

Entry Requirements

There are no formal entry requirements for the course but students would be expected to have basic literacy skills.

Selection Procedures/Selection Criteria

As part of the selection process students attend an interview or information session. After assessment to determine their literacy levels, students are placed in appropriate classes.

Course Duration

The course is offered on a part-time basis with students selecting Units of Study, according to their own needs, with the approval of the Head of Department. The minimum number of nominal hours for the course would range from 40 hours (2 hours per week for one semester) to a maximum of 234 hours for students selecting the maximum number of Units of Study.

Course Structure

BSBCMN107A	Operate a personal computer	20
BSBCMN108A	Develop keyboard skills	40
BSBCMN213A	Produce simple word processed documents	60
BSBCMN214A	Create and use simple spreadsheets	20
BSBADM306A	Create electronic presentations	20
BSBADM305A	Create and use databases	20
WE226	Desktop Publishing	20
WE189	Introduction to Learning to Learn	2
WE212	Stories Online	72
WE209	Work Preparation	90

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

Department of Employment & Training Services

The Department of Employment and Training Services delivers and manages a range of services in response to community, business and government needs, including educational and training services, community and business support, and strategic partnerships and alliances. Current services and programs include:

Jobs Plus New Apprenticeships Centre

Provides New Apprenticeships Support Services in the Melbourne metropolitan area. As a New Apprenticeships Centre (NAC), Jobs Plus is contracted by the Commonwealth Government to provide support services, including advice, information and administration, to employers, apprentices, trainees, registered training organisations and others in the New Apprenticeships system. For more information contact: 03 9919 8533.

Jobs Plus Employment Services

Provides Job Placement services in the Melbourne Metropolitan area. Job Placement is an employer-focused recruitment service and assists eligible job seekers access many diverse jobs. For more information contact: 03 9248 1148.

Community Initiatives Program

A work-experience scheme funded under the Commonwealth Government's Community Work Coordinator Services Contract, develops work skills and provides recent field experience for unemployed people. The Program works with organisations such as Rotary, councils, neighbourhood houses, researchers and other non-government organisations to develop and conduct projects of benefit to the local community. For more information contact: 03 9919 7311.

Community Jobs Program

The Community Jobs Program – Jobs and Training (CjP) is a component of the State Government's employment and training initiative to enhance the employment prospects of long-term unemployed people, and those at risk of becoming long-term unemployed. Participants receive up to 15 weeks paid employment and nationally accredited training. CjP funds government and not-for-profit organisations in projects that provide local employment and skills development linked to ongoing employment opportunities. For more information contact: 03 9919 7002.

Youth Pathways Program

Provides transitional support and guidance to young people 15–19 years 'at risk' of leaving education and training. Program participants complete a customised pathways plan which maps out the steps to be undertaken by the young person to achieve their training and vocational goals. Participants are followed up six months after they have completed their initial training. The Program is an initiative funded by the Victorian Office of Training and Tertiary Education. For more information contact: 03 9919 8755.

Training and Assessment Services

The Department offers training and assessment services, including the New Apprenticeships Access Program (NAAP). NAAP is an introductory training program offered in various disciplines, combining accredited training with practical placement in industry. Training has been conducted in the areas of Building and Construction, Retail, Hospitality and Administration. The Program is designed as a pathway into traineeships and apprenticeships. A range of career selection programs is offered through Victoria University's Short Course Centre:

- Victoria Police Education Entrance Exam
- Preparation for Police Entrance Exam Program
- Metropolitan Ambulance Services Standard Entry Aptitude Test, and
- Preparation for Career Selection Tests Program

For further enquiries, please call: 03 9919 1121.

Course Codes

21352VIC	Victorian Certificate of Applied Learning (Foundation)
21353VIC	Victorian Certificate of Applied Learning (Intermediate)

21353VICA	Victorian Certificate of Applied Learning (Themed)
21263VIC	Certificate I in Vocational Studies (Media)
21108VIC	Certificate I in Work Education
30064QLD	Certificate II in Workplace Practices
15494VIC	Certificate I in Transition Education

Marae W'beelens

Head, Department of Employment and Training Services–TAFE

Victorian Certificate of Applied Learning (VCAL)

Foundation VCAL

Intermediate VCAL

Themed VCAL

Course Code: 21352VIC Foundation

Course Code: 21353VIC Intermediate

Course Code: 21353VICA Themed

The Victorian Certificate of Applied Learning (VCAL) is a senior school certificate for students 15–19 years.

It is a one year, full-time course which has been designed to meet the needs of students in Year 11 and 12 who prefer a course based on practical experience.

The VCAL aims to develop skills by concentrating on literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

The VCAL has three levels—Foundation, Intermediate and Senior. Student entry point is dependant on a pre-course assessment and would start at the level which matches needs and abilities.

Certificate of Applied Learning is offered at Footscray Nicholson Campus. For further information contact (03) 9919 8926.

Certificate I in Vocational Studies (Media)

Course Code: 21263VIC

Campus

Footscray Nicholson.

Career Opportunities

Further education and training, traineeships and apprenticeships

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

The course is designed for persons seeking entry-level vocational skills and qualifications and for whom direct entry into a specific vocational training program is not appropriate. Such persons may include: those with interrupted schooling, from non English speaking backgrounds, from disadvantaged backgrounds; early school leavers; long term unemployed; persons returning to study or changing career; and those who wish to investigate a vocation before committing to specific training.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate, to the satisfaction of the Head of Department, their ability to:

- Read, comprehend and discuss printed familiar information in English;
- Write simple sentences;
- Participate in small informal groups; and
- Use and analyse simple data, relation and pattern, number measurement and shape.

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

Selection is conducted via individual interviews.

Course Duration

The course may be offered on a full-time basis over 270 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
VBH722	Career planning	40
VBH723	Industry familiarisation	40
VBH724	Workplace skills	40

Elective Units of Study

(i)

Units together totalling a minimum of 40 nominal hours selected from the following units -

Unit of Study Code		Hours
FNBFS02A	Communicate in the workplace	30
ICAITU128A	Operate a persona computer	30
ICPMM63BA	Access the internet	20
KBK425	Koorie cultural identity	30
KBK426	Koorie health	30
KBK431	Child care and adoption	30
NCS002	Writing skills for work	20
NCS003	Job seeking skills	30
NOS116	Keyboarding – techniques and operation	20
NOS118	Computer operations – data retrieval	10
VBC858	Numeracy and mathematics 1	80
VBC859	Numeracy and mathematics 2	80
VBC860	Numeracy and mathematics 3	80
VBD751	Study skills	20
VBH725	Working for yourself	30
VBH726	Workplace research project	40
VBH727	Apply quality procedures	10

(ii)

Units together totalling a minimum of 110 nominal hours selected from the following units:

Unit of Study Code		Hours
CUFGEN01A	Develop and apply industry knowledge	15
CUFPOP01A	Prepare and participate in an electronic media activity	35
CUSSOU02A	Operate a portable audio recorder	35
CUF CAM01A	Set up and operate a basic video camera	30
ICAITU006B	Operate computing packages	60

Units are selected by the student with the approval of the Head of Department.

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

Certificate I in Work Education

Course Code: 21108VIC

Campus

Footscray Nicholson, Melton, St Albans, Sunbury..

Career Opportunities

Various or further study.

Scope of Delivery

This course is offered on a full-time basis over 2 years.

Course Objective

This is a post secondary course designed to prepare people with a range of special learning needs for competitive mainstream employment involving routine tasks under supervision, or further vocational training.

The course introduces students to full-time adult learning in a valued, mainstream setting.

Course aims are:

- To develop confidence in a university and industry based valued learning environment;
- To develop effective communication skills through a range of verbal and non-verbal strategies;
- To develop confidence, skills and strategies to competently manage pathways in future employment and/or education and training;
- To develop personal organisational skills related to employment and vocational education and training.

Entry Requirements

- Minimum age 16;
- Have special learning needs (associated with intellectual, learning, psychological disability);
- Have potential and motivation for employment;
- Have the support of his or her family or advocate.

Selection Procedures/Selection Criteria

Selection is conducted via individual interviews/group workshops.

Course Duration

This course is offered on a full-time basis over two years. Flexible learning arrangements may include off-campus study, workshops or workplace delivery.

Course Structure

Core Units of Study

Unit of Study Code	Hours
VBC858 Numeracy and Mathematics 1	80
VBK156 Induction	10
VBK157 Individual Vocational Plan	80
VBK158 Interpersonal Communication Skills	30
VBK159 Workplace Communication Skills	30
VBK160 Team Work	30
VBK161 Personal Management Skills	65
VBK162 Community Skills	95
VBK163 Career Planning	80
VBK164 Workplace Education	300
VBK165 Vocational Electives	400

Electives

An additional 400 hours of electives is offered over the two-year period.

Students select trade electives from a range of areas. Electives may be chosen from areas such as Horticulture, Carpentry and Joinery, Automotive, Commercial Cleaning, Retail Skills, Office Skills, Mailhousing and Kitchen Attending, but not inclusive.

Practical Placement

Practical Placement is a central part of the course. All students undertake a minimum of ten (10) weeks of Practical Placement during the course.

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

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

Certificate II in Workplace Practices

Course Code: 30064QLD

Campus

To be advised.

Career Opportunities

Various or further study.

Scope of Delivery

This course is offered on a full-time basis.

Course Objective

The course aims to provide students with the knowledge and skills to gain:

- experience of workplace culture;
- an appreciation and understanding of generic workplace expectations; and
- requirements to gain employment.

Entry Requirements

There are no formal entry requirements for entry to the course but students must possess basic literacy skills.

Selection Procedures/Selection Criteria

Selection is conducted via individual interviews.

Course Duration

The course may be offered on a full-time basis over 320–400 nominal hours or part-time equivalent.

Course Structure

Core Units of Study (at least 275 nominal hours)

Unit of Study Code	Hours
GENENP201 Demonstrate an enterprising approach in an approved project	20
GENIEW201 Interact effectively in a workplace	10
GENIWR201 Demonstrate knowledge of industrial and workplace relations	15
GENJAS201 Develop job acquisition strategies	15
GENOHS201 Work safely according to OHS principles and procedures	15
GENPAS201 Project workplace behaviour and image	5
GENPCD201 Access employment and training options	15
GENPMG201 Manage personal work performance	10
GENSWL201 Structured Workplace Learning 2	160– 240
GENWCC201 Analyse work – culture characteristics	10

Electives (cumulatively at least 45 nominal hours)

At least one unit (at or above Australian Qualifications Framework Level II) selected by the student, with the approval of the Head of Department, having regard to any nationally endorsed Training Package or any endorsed competency standard accredited by the Australian National Training Authority.

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

Certificate I in Transition Education

Course Code: 15494VIC

Campus

Footscray Nicholson.

Career Opportunities

Further Education and Training

Scope of Delivery

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

Course Objective

The course aims to provide young people who have special learning needs (associated with intellectual and learning disability) with the skills to access a preferred option/s such as:

- Further vocational education and/or training at TAFE level
- Entry into paid employment or voluntary work

or

- Other adult service providers

Entry Requirements

To qualify for admission to the course, applicants must be post school age (18+ of age and eligible Futures Funding) and must be able to demonstrate to the satisfaction of the Head of Department that they are in search of an adult option/s.

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

Selection is conducted via individual interviews.

Additional Information

Certificate 1 in Transition Education participants may move onto Certificate 1 in Work Education, Certificate 1 in General Education for Adults (Foundation), or Vocational Course at AQF levels 1 & 2

Course Duration

The course is offered on a full-time basis over 900 nominal hours or part-time equivalent.

Course Structure

Core Units of Study (450 nominal hours)

Unit of Study Code		Hours
VBG758	Individual Learning Plan	100
VBG759	Personal Development	100
VBG760	Travel, Orientation and Mobility	100
VBG761	Exploring Adult Options	150
<i>Electives units (450 Hours)</i>		
NOS250	Introduction to the Internet	25
VBG762	Functional Communication and Numeracy Skills	100
VBG763	Technology for Life	50
VBG764	Driver Permits	50
VBG766	Community Access	100
VBG768	Recreation and Leisure	50
VBG769	Creative Options	50
VBG774	Formal Letters	25

or

Any modules/electives units at AQF level I and II selected by the student with the approval of the Head of Department drawn from other accredited vocational courses or Training Packages.

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

Department of Further Education Programs

The Department of Arts, VCE and Preparatory Programs–TAFE includes Adult VCE offering Units 1 to 4; Liberal Arts and Further Education Programs, which include Certificate IV in Further Education and Preparation for Tertiary Studies, and Professional Writing courses. Most courses can be undertaken either on a part-time or full-time basis. Modules in some of the courses are available in flexible mode. The department is also responsible for the delivery of a University Preparation Program planned to be delivered at a range of offshore locations including China and Russia.

Course Codes

21015VIC	Diploma of Further Education
21014VIC	Certificate IV in Further Education
21220VIC	Diploma of Liberal Arts
21219VIC	Certificate IV in Liberal Arts
2200LZV	Victorian Certificate of Education
21501VIC	Certificate III in ESL (Further Study)
21502VIC	Certificate IV in ESL (Further Study)

Jacinta Richards

Head, Department of Further Education Programs–TAFE

Diploma of Further Education

Certificate IV in Further Education

Course Code: 21015VIC Diploma

Course Code: 21014VIC Certificate IV

Campus

Footscray Nicholson, Werribee.

Career Opportunities

TAFE Entry.

Scope of Delivery

This course is offered full time at Footscray Nicholson Campus, and part-time at Werribee Campus.

Course Objectives

This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances means that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. The Diploma of Further Education(21015VIC) is a nested framework curriculum in which there is an exit point at Certificate IV(21014VIC). Through its core Units of Study, it provides a mechanism for learners to explore their own learning needs and to map a learning program using Units of Study from accredited vocational education and training and higher education programs and courses. The learning program will be negotiated with staff to ensure that it meets adult entry requirements and selection process criteria.

The course recognises that a relaxed atmosphere of enquiry combined with opportunity to work on an individual study pathway for the future offers a good beginning point for students who wish to go further into mainstream study.

Entry Requirements

Applicants should be 16 years and over. Adults who have left school without a Year 12 pass are particularly suitable.

Selection Procedures/Selection Criteria

Applicants should demonstrate skills in literacy and numeracy equivalent to Certificate II in General Education for Adults(21251VIC). Skills equivalent to Certificate III in General Education for Adults (21252VIC) are preferable.

Course Duration

This course is offered on a full-time basis over one year (total of 420 hours). To achieve the Diploma in Further Education(21015VIC) an additional 600 hours will need to be undertaken in a second year.

Course Structure

Certificate IV in Further Education

Core Units of Study

Unit of Study Code		Hours
BBJ506	Reflective Learning and Practice 1A	70
BBJ507	Reflective Learning and Practice 1B	70
<i>Negotiated Units of Study [some stream examples may include]</i>		
(at least four Units of Study to be completed at AQF level 4 or higher)		
Oral Communication		40
Written Communication		40
Interpersonal Skills		40
Use of Internet		40
Computing Skills		40
Mathematical Skills		40
Specific Skills (needed for Adult Entry into targeted course)		40
Study Skills		40
<i>Elective Units of Study</i>		
(to be selected from currently accredited VET modules or endorsed units of competency)		
Total		420

Diploma of Further Education

Core Units of Study

Unit of Study Code		Hours
BBJ508	Reflective Learning and Practice 2A	60
BBJ509	Reflective Learning and Practice 2B	60
<i>Elective Units of Study</i>		
(To be selected from currently accredited VET modules or endorsed units of competency and may include at least one higher education subject).		
Elective Units of Study may be taken from the framework or from any accredited course.		480
Some Units of Study descriptors are listed under the Unit of Study Details section of this Handbook.		600

Diploma of Liberal Arts

incorporating

Certificate IV in Liberal Arts

Course Code: 21220VIC Diploma

Course Code: 21219VIC Certificate IV

Campus

Footscray Nicholson, St Albans, Sunbury.

Career Opportunities

Further studies.

Scope of Delivery

This course is offered on a full time and part-time basis. Some Units of Study are offered via flexible delivery.

Course Objectives

This course aims to develop skills in areas such as: complex writing; cultural analysis; research; communication and presentation; social inquiry; information technology; and inter-cultural communication. The course enables adults, including young adults, to develop a confident sense of identity, extends the range of possibilities learners can imagine for themselves and provides alternative and additional pathways into further study.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the Department competencies in reading and writing equivalent to Certificate III level in General Education for Adults(21252VIC).

Selection Procedures/Selection Criteria

Applicants to the course will be interviewed and required to undertake a literacy assessment in order to demonstrate competency at the above level.

Course Duration

This course will be offered over 1228 nominal hours or part-time equivalent.

Course Structure

Stage One Certificate IV

Core Units of Study

Unit of Study Code		Hours
VBM510	Learning to Learn	90
VBM511	Inquiry and Presentation	54
<i>Stream Units of Study</i>		
Unit of Study Code		Hours
CUFMEM02A	Design a Multimedia Project	50
VBM512	Public Life–Past and Present	90
VBM513	Stories Cultures Tell Themselves	90
VBM514	Nature and its Human Transformations	90
VBM515	Economy and Society	90
VBM516	Text and Culture I	72
Total		616

*Stream Units of Study may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

Stage Two Diploma

Core Units of Study

Unit of Study Code		Hours
VBM517	Tradition and Modernity	180
VBM518	Research Project	90

*Stream Units of Study**

Unit of Study Code		Hours
VBM519	History and Sociology of Human Relationships	90
VBM520	Urban Studies	90
VBM521	Introduction to Theories of Human Personality	90
VBM522	Text and Culture II	72
Total		612

Stream Units of Study may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

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

Victorian Certificate of Education

Course Code:2200LZV

Campus

Footscray Nicholson.

Career Opportunities

Various, Further Education.

What is VCE?

VCE stands for the Victorian Certificate of Education that is the Year 11 and 12 taught at most Victorian Secondary Institutes.

The Victorian Curriculum and Assessment Authority issues the VCE. All students throughout the state do the same course.

The VCE is the entrance requirement for most TAFE and tertiary (university) courses and is increasingly becoming a pre-requisite for employment in many areas.

How do I qualify for VCE?

Satisfactory Completion

The VCE will be awarded to adult students returning to study who have satisfactorily completed 6 units at 3 and 4 level plus 2 units of English. Each unit is a half year (semester) of study.

Students may take as many years as they require satisfying this requirement. Units 3 and 4 in a subject must be completed in the same year

Students can combine subjects from full-time and part-time attempts. Subjects obtained prior to the introduction of VCE can also be counted. Subjects can be done at more than one institution in the same year.

Continuing students, i.e. students who have completed Units 1 and 2 in the previous year, require 16 units: details on request.

Definition of 'Adult'

BOS considers an adult student to be one who is at least 18 years of age at 1st January and at least one year out of school.'

Scope of Delivery

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

Course Duration

Adult VCE is offered on a full-time basis over one-year or equivalent part-time.

Selection Procedures/Selection Criteria

Students are expected to attend an interview prior to enrolment. At that interview literacy and numeracy may be assessed in response to student course selection. Students over 18 may enrol directly into Units 3 and 4. However if students wish to study Maths and Science subjects at: Unit 3 and 4, prerequisite courses of Units 1 and 2 **must** be completed. All students over 18 are eligible for enrolment.

Course Structure

For full-time secondary students, the VCE is a two-year award for Years 11 and 12. It comprises four semesters (of half-year length) of study. Full-time secondary students may study up to 24 units over the two-year course.

Units are broken into two levels: Units 1 and 2 levels correspond to the old Year 11. Units are of a semester (half-year) length. One or both units can be studied at this level. Units 3 and 4 levels are of equivalent standard to the old Year 12. Students have to do both units sequentially at this level. Adult students returning to study can gain their VCE by completing 8 units, 6 units at 3 and 4 level, plus 2 units of English at either Unit 1 and 2 level or Unit 3 and 4 level.

If students intend to undertake tertiary study in the future they would be well advised to do some units at 1 and 2 level in preparation for tackling Units at 3 and 4 level. This is essential for Mathematics and Science subjects. Students should check the pre-requisites suggested for units in the information brochure.

VCE DAY CLASS CODES

Year 11

Unit of Study Code	Hours	
VA020	English 1	72
VA020	English 2	72
VA028	Information Technology 1	72
VA028	Information Technology 2	72
VA030	Physics 1	72
VA030	Physics 2	72
VA032	Chemistry 1	72
VA032	Chemistry 2	72
VA034	Biology 1	72
VA034	Biology 2	72
VA036	History 1	72
VA036	History 2	72
VA038	Accounting 1	72
VA038	Accounting 2	72
VA046	Psychology 1	72
VA046	Psychology 2	72
VA054	English (ESL) 1	108
VA054	English (ESL) 2	108
VA060	Legal Studies 1	72
VA060	Legal Studies 2	72
VA253	General Maths 1	72
VA253	General Maths 2	72
VA255	Maths Method 1	72
VA255	Maths Method 2	72
VA307	Business Management 1	72
VA307	Business Management 2	72
VA353	Foundation Maths 1	72
VA353	Foundation Maths 2	72
VA406	Environmental Science 1	72
VA406	Environmental Science 2	72

Year 12

VA052	Business Management 3	68
VA052	Business Management 4	68
VA056	English (ESL) 3	102
VA056	English (ESL) 4	102
VA210	English 3	68
VA210	English 4	68
VA221	Accounting 3	68
VA221	Accounting 4	68
VA223	Biology 3	85
VA223	Biology 4	85
VA225	Chemistry 3	85
VA225	Chemistry 4	85
VA231	Health & Human Development 3	68
VA231	Health & Human Development 4	68
VA239	Legal Studies 3	68
VA239	Legal Studies 4	68
VA241	Physics 3	85
VA241	Physics 4	85
VA245	Psychology 3	68
VA245	Psychology 4	68
VA247	Australian History 3	68
VA247	Australian History 4	68
VA249	Information Technology 3 (IP & M)	85
VA249	Information Technology 4 (IP & M)	85
VA257	Further Maths 3	68
VA257	Further Maths 4	68
VA259	Maths Method 3	68
VA259	Maths Method 4	68

VCE EVENING CLASS CODES

Year 11

VA285	Information Technology 1	72
VA285	Information Technology 2	72

Year 12

VA249	Information Technology (IP&M)	68
VA249	Information Technology (IP&M)	68
VA289	Specialist Maths 3	59.5
VA289	Specialist Maths 4	59.5

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

English as a Second Language (Further Study)

Certificate III in ESL (Further Study)

Certificate IV in ESL (Further Study)

Course Code: 21501VIC Certificate III

Course Code: 21502VIC Certificate IV

Campus

Footscray Nicholson, St Albans, Werribee.

Career Opportunities

Further study.

Scope of Delivery

This/these course/s may be offered on a full-time or part-time basis.

Course Objective

The course aims to develop the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is designed specifically for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

Entry Requirements

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

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

VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

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

Selection Procedures/Selection Criteria

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration

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

Certificates III and IV are 500 nominal hours.

Course Structure

Certificate III

Core Units of Study

Unit of Study Code		Hours
VBN474	Listening (Further Study III)	100
VBN475	Speaking (Further Study III)	100
VBN476	Reading (Further Study III)	100
VBN477	Writing (Further Study III)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50
VBN507	Health and medicine	50
VBN508	Australian art and culture	50
VBN509	Indigenous Australia	50
VBN510	Australian history	50
VBN511	Current affairs	50
VBN512	Vocational elective	75

Certificate IV

Core Units of Study

Unit of Study Code		Hours
VBN486	Listening (Further Study IV)	100
VBN487	Speaking (Further Study IV)	100
VBN488	Reading (Further Study IV)	100
VBN489	Writing (Further Study IV)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code		Hours
VBN498	Language of computers	50
VBN499	Online language learning	50
VBN500	Practical placement	75
VBN501	Local orientation	50
VBN502	Australian environment	50
VBN503	Australian government	50
VBN504	Australian law	50
VBN505	Driving in Australia	50
VBN506	Education in Australia	50

Music Programs

TAFE Music currently offers six courses in the areas of Music Performance, Technical Production and Music Business. These vocational courses provide education and training to equip students with industry standard skills.

Course Codes

CUS40101	Certificate IV in Music
CUS40201	Certificate IV in Music Industry (Technical Production)
CUS40301	Certificate IV in Music Industry (Business)
CUS50101	Diploma of Music
CUS50201	Diploma of Music Industry (Technical Production)
CUS50301	Diploma of Music Industry (Business)

Jennifer Turner

Head of Department, Music Department.

Certificate IV in Music

Course Code: CUS40101

Campus

Sunbury.

Career Opportunities

Contemporary performer, composer or arranger. Music technology, self management, promotion and marketing.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

This course aims to meet the needs of the contemporary music industry for the preparation of musicians capable of being employed in a variety of workplace environments. Students are provided with a solid grounding in ensemble and solo performance craft, analysis, critical listening, composition and music technology including live sound and MIDI.

Entry Requirements

The entry requirements are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria

An interview and audition are also required for this course.

Course Duration

This course is offered on a full-time basis for 1 year, over a nominal duration of 561 hours.

Course Structure

To attain the Certificate IV in Music (CUS40101) 14 units of competency must be achieved, as shown below.

Core Units of Study

Unit of Study Code	Hours
CUSADM08A Address copyright requirements	18
CUSBGE17A Maintain and apply music industry knowledge	69
CUSGEN03A Collaborate with colleagues in planning and producing a project	33
CUSMCP02A Compose a simple song or tune	36
CUSMGE03A Use instruments, equipment and/or electronic technology for making music	30
CUSMGE10A Use MIDI devices and/or software to compose music	30
CUSMGE12A Maintain and expand music knowledge and critical listening skills	69
CUSMGE14A Read music for performance and analysis	60
CUSMPF09A Evaluate and extend performance technique	33
CUSMPF10A Develop and practice improvisation	36
CUSMPF11A Perform music as part of a group	69

CUSSAF02A Follow health, safety and security procedures in the music industry	9
CUSSOU05A Install, align and test sound equipment	36
CUSSOU09A Mix sound sources	33

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

Certificate IV in Music Industry (Technical Production)

Course Code: CUS40201

Campus

Sunbury.

Career Opportunities

Sound engineer or producer in the studio, live or theatre settings.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

The course aims to provide students with a wide range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields including the home studio, live sound, MIDI, digital audio editing, collaboration and management, or as practitioners in medium to large production facilities. This course provides training in both live and studio recording practices, and is suitable for students wanting to work with performers operating at the local/National level.

Entry Requirements

The entry requirements for this course are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria

Applicants are required to attend an interview.

Course Duration

This course is offered on a full time basis for one year, over a nominal duration of 561 hours.

Course Structure

To attain the Certificate IV in Music Industry (Technical Production) (CUS40201) 14 units of competency must be achieved, as shown below.

Core Units of Study

Unit of Study Code	Hours
CUEOHS1A Implement workplace health and safety and security procedures	9
CUESOU1A Repair and maintain sound equipment	39
CUETEM3A Establish and manage resources and technical requirements	30
CUSADM03A Manage a project	48
CUSGEN03A Collaborate with colleagues in planning and producing a project	33
CUSMGE10A Use MIDI devices and/or software to compose music	39
CUSSOU05A Install, align and test sound equipment	36
CUSSOU09A Mix sound sources	33
CUSSOU11A Operate sound mixing console	69
CUSSOU12A Edit sound using digital systems	84
CUSSOU13A Set up, operate and de-rig portable sound recording equipment	33
CUSSOU23A Specify sound systems	33
CUSTGE01A Supervise technical operations	36
THHGLE16A Manage physical assets	39

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

Certificate IV in Music Industry (Business)

Course Code: CUS40301

Campus

Sunbury.

Career Opportunities

Event, artist or band manager.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

This course aims to provide students with a wide range of business skills necessary for successful participation in the music industry, including promotion, marketing, publishing, copyright, contracts, licensing, technology, self-promotion and health and safety.

Entry Requirements

The entry requirements are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. Apply through VTAC. All applicants must lodge a completed Victoria University Supplementary Information Form.

Selection Procedures/Selection Criteria

Applicants are required to attend an interview.

Course Duration

The course is offered on a full-time basis for one year, over nominal duration of 561 hours.

Course Structure

To attain the Certificate IV in Music Industry (Business)(CUS40301) 14 units of competency must be achieved, as shown below.

Core Units of Study

Unit of Study Code	Hours
BSXFMI404A Participate in, lead and facilitate work teams	48
CUEMAR3A Undertake marketing activities	39
CUSADM03A Manage a project	48
CUSADM07A Establish and maintain work and contractual relationships	69
CUSADM08A Address copyright requirements	18
CUSBFI12A Calculate, collect and distribute publishing income	33
CUSBGE11A Plan a career in music	33
CUSBGE17A Maintain and apply music industry knowledge	69
CUSBMA05A Promote the act to obtain deals	36
CUSBMA07A Assess the feasibility of an act for promotion	18
CUSBMA14A Manage, promote and negotiate licensing on published works	33
CUSGEN01A Use and adapt to changes in technology	24
CUSMAR01A Promote products and services	84
CUSSAF02A Follow health, safety and security procedures in the music industry	9

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

Diploma of Music

Course Code: CUS50101

Campus

Sunbury.

Career Opportunities

Performer, composer or arranger.

Scope of Delivery

The course is offered on a full-time basis.

Course Objectives

The course focuses on building the technical, compositional and performance skills of the contemporary artist including music analysis, craft, improvisation, technology, touring and self-promotion skills, to professional standards and to meet requirements of entry into university and the workplace.

Entry Requirements

Applicants for the Diploma of Music (CUS50101) are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Applicants apply through VTAC. Applicants without formal educational qualifications may apply and in such cases entry to the course may be granted after interview and audition, having regard to the applicants prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information form.

Selection Procedures/Selection Criteria

An interview and audition are required.

Course Duration

The course is offered on a full-time basis for 1 year, over a nominal duration of 855 hours.

Course Structure

To attain a Diploma of Music (CUS50101) 16 units of competency must be achieved, as shown below.

Core Units of Study

Unit of Study Code	Hours
BSZ404A Train small groups	30
CUEEVT2A Tour the show	138
CUSADM08A Address copyright requirements	18
CUSBGE11A Plan a career in music	33
CUSBMA14A Manage, promote and negotiate licensing on published works	33
CUSMCP04A Compose songs or tunes in a range of styles	36
CUSMCP06A Compose music for screen using electronic media	36
CUSMGE04A Analyse music	69
CUSMGE07A Analyse harmony	81
CUSMPF05A Rehearse music for performance	81
CUSMPF14A Perform accompaniment	36
CUSMPF16A Perform improvisation for audience	36
CUSMPF17A Develop technical skills and expand repertoire	69
CUSSAF02A Follow health, safety and security procedures in the music industry	9
CUSSOU12A Edit sound using digital systems	69
CUSSOU17A Develop and implement sound production for a recording	81

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

Diploma of Music Industry (Technical Production)

Course Code: CUS50201

Campus

Sunbury.

Career Opportunities

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

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

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

Entry Requirements

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

Selection Procedures/Selection Criteria

An interview is required.

Course Duration

The course is offered on a full-time basis for 1 year, over a nominal duration of 855 hours.

Course Structure

To attain the Diploma of Music Industry (Technical Production) (CUS50201) 14 units of competency must be achieved, as shown below.

Core Units of Study

Unit of Study Code		Hours
CUEOHS1A	Implement workplace health, and safety and security procedures	9
CUESOU4A	Mix sound	141
CUFEDT08A	Edit dialogue and sound	51
CUFMEM02A	Author a multimedia product	51
CUSADM02A	Coordinate the purchase or hire of equipment/supplies	33
CUSBGE11A	Plan a career in music	33
CUSBGE17A	Maintain and apply music industry knowledge	84
CUSMGE10A	Use MIDI devices and/or software to compose music	39
CUSMGE13A	Apply music knowledge and artistic judgment	84
CUSSOU15A	Create a final sound balance	84
CUSSOU16A	Develop sound design	51
CUSSOU17A	Develop and implement sound production for a recording	102
CUSSOU22A	Implement sound design	51
ICPMM44CA	Incorporate audio into multimedia presentations	42

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

Selection Procedure/Selection Criteria

An interview is required.

Course Duration

This course is offered on a full time basis for 1 year, over a nominal duration of 855 hours.

Course Structure

To attain the Diploma of Music Industry (Business) (CUS50301), sixteen units of competency must be achieved, as shown below.

Core Units of Study

Unit of Study Code		Hours
CUEEVT2A	Tour the show	138
CUEFIN1A	Develop a budget	30
CUEFIN2A	Manage a budget	33
CUEMAR2A	Undertake market research	39
CUFMEM02A	Author a multimedia product	51
CUSADM06A	Develop and implement an operational plan	69
CUSADM09A	Address legal and administrative requirements	48
CUSADM10A	Establish and manage contracts	69
CUSBAD13A	Assess performing and recording deals	36
CUSBAD15A	Manage risk and crises for an act or show	36
CUSBAD18A	Manage artists and their careers	36
CUSBGE17A	Maintain and apply music industry knowledge	84
CUSBRA19A	Develop artists and repertoire	69
CUSFIN01A	Finance a project	69
CUSSAF02A	Follow health, safety and security procedures in the music industry	9
THHGLE16A	Manage physical assets	39

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

Diploma of Music Industry (Business)

Course Code: CUS50301

Campus

Sunbury.

Career Opportunities

Event, artist or band manager. A & R representative. Label manager, promoter, agent or production/tour manager.

Scope of Delivery

The course is offered on a full-time basis.

Course Objectives

This course aims to provide students with a wide range of business skills necessary for successful participation in the music industry including touring, budgets, legal issues, recording and distribution deals, market research, multimedia, planning, promotion and risk management.

Entry Requirements

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

Department of Visual Art, Design and Multimedia

The Department of Visual Art, Design and Multimedia–TAFE conducts a wide range of courses which provide vocational education for a variety of Art and Multimedia occupations ranging from pre-employment through to para-professional level.

Code	
12862VIC	Advanced Diploma of Arts (Graphic Design)
12861VIC	Diploma of Arts (Graphic Arts)
15727VIC	Certificate IV in Arts (Applied Design)
12857VIC	Diploma of Arts (Visual Art)
CUF60501	Advanced Diploma of Multimedia [Streams in Interactive Media and Games Development]
CUF50701	Diploma of Multimedia
CUF40801	Certificate IV in Multimedia
CUF30601	Certificate III in Multimedia
CUF20601	Certificate II in Multimedia

In addition to these courses, the Department of Visual Arts, Design and Multimedia–TAFE conducts training courses for Industry.

John Barmby

Head, Department of Visual Art, Design and Multimedia–TAFE

Course Duration

The course is offered on a full-time basis over one year.

Course Structure

All Units of Study are compulsory.

Generic Units of Study

Unit of Study Code		Hours
VBS644	Drawing Level 2	48
VBS647	Life Drawing Level 2	32
VBS758	History of Design	48
VBS759	Design Process Level 2	96
VBS760	Design Process Level 3	96
VBS761	3D Studies	48
VBS762	Design for New Media	96
VBS763	Vocational Studies	96
VBS764	Critical Analysis	48

Elective Units of Study

Unit of Study Code		Hours
VBD266	Research Project: Specialisation 1	48
VBS689	Electronic Design Level 2	48
	Total course hours	704

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

Advanced Diploma of Arts (Graphic Design)

Course Code: 12862VIC

Campus

St Albans, South Melbourne.

Career Opportunities

Graphic Design, Web Design and production, Graphic Art, Graphic Designer.

Scope of Delivery

This course is offered on a full-time basis.

Course Objectives

Upon completion of the Diploma of Arts (Graphic Arts) 12861VIC successful or equivalent graduates are eligible to enter into the Advanced Diploma of Arts (Graphic Design) 12862VIC.

A further year of study is undertaken in Design for Interactive Media with the emphasis on Web Production.

The course promotes development of skills in design for interactive and print based media with a focus on:

- visual design;
- interface design; and
- information design.

Whilst technical prepress expertise is consolidated, graduates are also equipped with an elite mix of creative and technical new media abilities, ensuring that they are truly “industry-ready”.

Entry Requirements

Extensive pre-press knowledge is required, therefore entry is limited to students who have successfully completed the Diploma of Arts (Graphic Art) or equivalent course.

Selection Procedures/Selection Criteria

Applicants need to apply through VTAC, contact the department to arrange an interview (see Application Procedure), attend an interview and present a folio representing these major components: typography, pre-press design, illustration, electronic media.

At interview preference will be given to students demonstrating a professional attitude to personal growth in the areas of design and new media.

Campus Location

City-South Melbourne.

Diploma of Arts (Graphic Arts)

Course Code: 12861VIC

Campus

St Albans, South Melbourne.

Career Opportunities

Graphic Artist, Further education opportunities.

Scope of Delivery

Full-time basis.

Course Objectives

The Diploma of Arts (Graphic Art) is a two year full time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements.

Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows.

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

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the Department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

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.

Campus Location

City-South Melbourne and St Albans

Course Duration

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

Course Structure

All Units of Study are compulsory.

Generic Units of Study

Unit of Study Code		Hours
NCS007	Presenting Information	20
VBS635	Occupational Health & Safety	16
VBS636	Business Practices	16
VBS637	Focus on Industry	16
VBS638	Design Principles & Elements	48
VBS639	Contemporary Art and/or Design	32
VBS640	Computer Aided Design	32
VBS641	Drawing	48
VBS642	Life Drawing	32

Compulsory Units of Study

Unit of Study Code		Hours
VBS744	Design Process Level 1	48
VBS688	Electronic Design Level 1	48
VBS746	Reprographics & Prepress Level 1	128
VBS747	Reprographics & Prepress Level 2	128
VBS748	Finished Art Level 1	80
VBS749	Finished Art Level 2	80
VBS750	Finished Art Level 3	80
VBS752	Technical Colour Applications	32
VBS753	Technical Illustration	80
VBS754	Commercial Product Illustration	32
VBS755	Typography Level 1	80
VBS756	Typography Level 2	80
VBS757	Extended Practical Placement	224

Electives

Unit of Study Code		Hours
VBS633	Drawing for Illustration	48
VBS643	Photography	48
	Total course hours	1476

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

Certificate IV in Arts (Applied Design)

Course Code: 15727VIC

Campus

St Albans, South Melbourne.

Career Opportunities

Further education opportunities—TAFE and Higher Education.

Scope of Delivery

Full-time basis.

Course Objective

This course is designed to develop the entry level skills necessary for further education in Graphic Arts, Graphic Design and Multimedia at the Diploma level. The content has been tailored to bridge the gap that exists between Year 12 and the Diploma level courses. This preliminary year of study is a combination of practical and theory based Units of Study.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 11 or 12 level or equivalent, or be of mature age and must demonstrate the capacity to meet the requirements of the course.

Selection Procedures/Selection Criteria

Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration

This course is offered on a full-time basis over one year.

Campus Location

City-South Melbourne and St Albans

Course Structure

All Units of Study are compulsory.

Core Units of Study

Unit of Study Code		Hours
NCS007	Presenting Information	20
VBH332	Thematic Studies in Art & Design	48
VBH336	Consumer Psychology & Marketing	16
VBH338	Introduction to 3D Studies	48
VBH339	Design Principles & Elements 2	48
VBH340	Design Law	16
VBH341	Design & the Environment	16
VBH342	Colour	48
VBS635	Occupational Health & Safety	16
VBS637	Focus on Industry	16
VBS638	Design Principles & Elements	48
VBS641	Drawing	48
VBS744	Design Process Level 1	48

Elective Units of Study

Unit of Study Code		Hours
VBH344	Illustration Elements & Techniques	48
VBH347	Typography Elements & Techniques	48
VBH352	Introduction to Photography	48
VBH354	Introduction to Computers	48
	Total course hours	628

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

Diploma of Arts (Visual Art)

Course Code: 12857VIC

Campus

South Melbourne.

Career Opportunities

Visual Artist. Further education opportunities

Scope of Delivery

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

Course Objectives

This course aims to prepare students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects.

The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

Entry Requirements

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

Selection Procedures/Selection Criteria

Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration

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.

Campus Location

City-South Melbourne.

Course Structure

All Units of Study are compulsory.

Generic Units of Study

Unit of Study Code		Hours
NCS007	Presenting Information	20
VBS635	Occupational Health & Safety	16
VBS636	Business Practice	16
VBS637	Focus on Industry	16

VBS639	Contemporary Art and/or design	32
VBS641	Drawing	48
VBS642	Life Drawing	32
Compulsory Units of Study		
Unit of Study Code		Hours
VBS644	Drawing Level 2	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
VBS650	Contemporary Art Studies Level 2	32
VBS651	Contemporary Art Studies Level 3	32
VBS652	Context & Culture Level 2	48
VBS653	Context & Culture Level 3	48
VBS654	Context & Culture Level 4	48
VBS655	Studio & Materials Studies	96
VBS656	Context & Culture Level 1	48

Stream Options – Painting

Unit of Study Code		Hours
VBS657	Painting Level 1	48
VBS658	Painting Level 2	48
VBS659	Painting Minor Study 1	96
VBS660	Painting Minor Study 2	96
VBS661	Painting Major Study 1	144
VBS662	Painting Major Study 2	144

Electives

Unit of Study Code		Hours
VBS663	Printmaking Level 1	48
VBS664	Printmaking Level 2	48
VBD259	Electronic Imaging 1	48
VBD264	Electronic Imaging 2	48

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

Advanced Diploma of Multimedia [Streams in Interactive Media and Games Development]

incorporating

Diploma of Multimedia

Course Code: CUF60501 Advanced Diploma

Course Code: CUF50701 Diploma

Campus

St Albans, South Melbourne.

Career Opportunities

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

Scope of Delivery

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

Course Objectives

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

- Designing multimedia products;
- Managing major projects;
- Coordinating the production of multimedia products;
- Business management;
- Evaluating multimedia products;
- Managing the design process for multimedia
- Managing multimedia projects;
- Writing for multimedia;
- Undertaking instructional design;
- Editing on-line;

- Designing games;
- Testing games;
- Designing for multimedia;
- Producing animation;
- Designing web sites/pages.

Entry Requirements

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

Selection Procedures/Selection Criteria

Applicants will be required to 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 hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Course Duration

The Advanced Diploma of Multimedia CUF60501 is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 months. The courses are also offered part-time. (The Advanced Diploma of Arts Electronic Design and Interactive Media is no longer offered and is replaced by the Film, Television, Radio Multimedia Industry Training Package).

Campus Location

City-South Melbourne and St. Albans.

Course Structure

Unit of Study Code		Hours
CUFGEN01A	Develop And Apply Industry Knowledge	15
CUEFIN1A	Develop a Budget	30
CUEOHS1A	Implement Workplace Health, Safety and Security Procedures	10
CUFMEM09A	Apply Principles Of Game Design to a Multimedia Product	30
CUFMEM08A	Apply Principles Of Instructional Design to a Multimedia Product	40
CUFMEM06A	Design a Multimedia Product	50
CUFRAD01A	Originate and Develop the Concept	60
CUFMEM02A	Author a Multimedia Product	50
CUFIMA05A	Create 3D Digital Models and Images	75
CUFMEM10A	Design and Create a Multimedia Interface	70
CUFMEM11A	Design the Navigation for a Multimedia Product	70
CUFMEM03A	Integrate And Use Scripting Language in Authoring a Multimedia Product	60
CUFEDT01A	Make Creative and Technical Editing Decisions	60
ICPMM61DA	Prepare Multimedia for Different Platforms	50
CUFMEM04A	Test A Multimedia Product	40
CUFWRT07A	Write An Interactive Sequence for Multimedia	50
CUFADM02A	Address Copyright	20
CUFPOP09A	Conduct A Briefing	30
THHGLE16A	Manage Physical Assets	40
CUFADM01A	Prepare A Proposal	50
CUFMEM07A	Apply Principals of Visual Design and Communication to the Development of a Multimedia Product	40
CUFEDT05A	Operate a Non-linear Editing System	50
CUFIMA07A	Create Titles for Screen Production	30
CUSADM04A	Manage a Major Project	35
CUSRAD02A	Conduct Research	35
CUSSOU12A	Edit Sound using Digital Systems	85

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

Certificate IV in Multimedia

Course Code: CUF40801

Campus

St Albans, South Melbourne.

Career Opportunities

Further Education opportunities — TAFE and Higher Education.

Scope of Delivery

Full-time basis.

Course Objectives

This qualification is designed to reflect the role of personnel producing multimedia products who perform a range of artistic, administrative and technical duties such as:

- Producing animation;
- Producing graphics;
- Editing multimedia material;
- Developing web/intranet/sites/pages;
- Authoring/developing CD ROMs;
- Testing games;
- Designing interfaces.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 11 or 12 level or equivalent, or be of mature age and must demonstrate the capacity to meet the requirements of the course.

Selection Procedures/Selection Criteria

Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration

This course is offered on a full-time basis over one year.

Course Structure

Core Units of Study

Unit of Study Code	Hours
CUFGEN01A Develop and apply industry knowledge	15
CUFSAF01A Follow health, safety and security procedures	15
CUSGEN03A Collaborate with colleagues in planning and producing a project	35

Elective Units of Study

Twelve units, comprising -

Unit of Study Code	Hours
CUFIMA01A Produce and manipulate digital images	20
CUFIMA03A Create 2D digital animation	35
CUFIMA04A Create 3D digital animation	75
CUFMEM05A Manage multimedia assets	40
CUFWRT05A Write content and/or copy	50
CUFWRT07A Write an interactive sequence for multimedia	50
CUSADM03A Manage a project	50
CUSGEN05A Make presentations	35
ICAITB060A Identify physical database requirements	40
ICAITB061A Monitor physical database implementation	20
ICAITB075A Use library pre-existing components	20
ICPMM65DA Create web pages with multimedia	50

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

Certificate III in Multimedia

Course Code: CUF30601

Campus

St Albans, South Melbourne.

Career Opportunities

Further Education opportunities — TAFE and Higher Education.

Scope of Delivery

This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives

While Certificate IV is the main entry point to the multimedia industry, this qualification is designed to reflect the role of employees who perform such duties as:

- Assisting with graphics
- Producing and updating basic web pages
- Producing multimedia components
- Editing multimedia material
- Producing animation.

Entry Requirements

Current enrolment in VCE Year 12.

Course Duration

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

Course Structure

To attain a Certificate III in Multimedia, 13 units must be achieved:

- 2 Core Units of Study from Group A, plus
- 6 specialist units from Group B, plus
- 3 Elective Units of Study from Group C, plus
- 2 Elective Units of Study from the Certificate III unit bank or from another industry training package at Certificate III level.

Group A Core Units of Study

Unit of Study Code	Hours
CUFGEN01A Develop and apply industry knowledge	15
CUFSAF01A Follow Health, Safety and Security Procedures	15

Group B Specialist Units

Unit of Study Code	Hours
CUFEDT05A Operate a non-linear editing system	50
CUFIMA03A Create 2D digital animation	35
CUFMEM07A Apply principles of visual design and communication to the development of a multimedia product	40

CUFWRT05A Write content and/or copy	50
CUSSOU12A Edit sound using digital systems	69-85
ICAITU126A Use advanced features of computer applications	40
ICAITU127A Operate system software	50
ICPMM15DA Develop a multimedia script	40
ICPMM65DA Create web pages with multimedia	50

Group C Elective Units of Study

Unit of Study Code	Hours
CUFCAM01A Set up and operate a basic video camera	30-50
CUFIMA01A Produce and manipulate digital images	20
CUFMEM12A Update webpages	
CUFMEM13A Incorporate, design and edit digital video	
CUFMEM14A Create, manipulate and incorporate 2D graphics	
CULMS413A Use information technology	
CUSADM08A Address copyright requirements	18
CUSGEN01A Use and adapt to changes in technology	20-24
CUSsRAD01A Collect and organise information	
CUSSOU4A Record sound	
ICPMM11BA Identify components of multimedia	20
ICPMM41CA Incorporate text into multimedia presentations	20
ICPMM44CA Incorporate audio into multimedia presentations	42

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

Certificate II in Multimedia

Course Code: CUF20601

Campus

St Albans, South Melbourne.

Career Opportunities

Further Education opportunities — TAFE and Higher Education.

Scope of Delivery

This course is offered as a VET in Schools program auspiced by Victoria University.

Course Objectives

This qualification is designed to reflect the role of people working in the multimedia industry as assistants who perform basic duties such as:

- Assisting in updating a web page
- Assisting with a project
- Assisting with animation
- Capturing and manipulating images
- Assisting with production

Entry Requirements

Current enrolment in VCE Year 12.

Course Duration

This course is offered on a part-time basis over one year.

Course Structure

To attain a Certificate II in Multimedia, 9 units must be achieved:

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

Group A Core Units of Study

Unit of Study Code	Hours
CUFGEN01A Develop and apply industry knowledge	15
CUFSAF01A Follow Health, Safety and Security Procedures	15

Group B Specialist Units

Unit of Study Code	Hours
ICPMM63BA Access and use the internet	20
CUSRAD01A Collect and organise information	
CUFMEM14A Create, manipulate and incorporate 2D graphics	
ICPMM11BA Identify components of multimedia	20
ICPMM41CA Incorporate text into multimedia presentations	20
CUFMEM13A Incorporate, design and edit digital video	
ICPMM44CA Incorporate audio into multimedia presentations	42
ICAITU005B Operate computer hardware	20
ICAITU006B Operate computing packages	60
CUFPOP01A Prepare and participate in an electronic media Activity	30-35
CUFIMA01A Produce and manipulate digital images	20
CUFCAM01A Set up and operate a basic video camera	30-50
CUFMEM12A Update Webpages	
CUFMEM01A Use an authoring tool to create an interactive sequence	
CULMS413A Use information technology	40

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

Department of Vocational Education Programs

The Department of Vocational Education Programs—TAFE conduct a wide range of courses. These include Library and Information Services; Professional Writing and Editing; and Science for Nurses. The department also manages the Student Learning Support Centre which includes: the Language and Literacy Self Access Centres and a Multi-media Language Centre for students in English Language Programs; Maths Learning and Literacy Learning Centres which provide individual learning support to students enrolled in the School's Adult General Education and Further Education programs.

Course Codes

CUL50199	Diploma of Library and Information Services
CUL30199	Certificate III in Library and Information Services
21505VIC	Certificate IV in ESL (Further Study) [English for Health Service Professionals]
21503VIC	Certificate III in ESL (Employment) [Aged Care Work]
21503VIC	Certificate III in ESL (Employment) [Children's Services]
21504VIC	Certificate IV in ESL (Employment)
21123VIC	Certificate IV in Professional Writing and Editing
21124VIC	Diploma of Arts (Professional Writing and Editing)
21379VIC	Course in Gateway to Nursing and the Health Sciences
21380VIC	Course in Preparation for Tertiary Studies (Arts)
21204VIC	Course in Concurrent Study

Virginia Saint James

Department of Vocational Education Programs –TAFE

Diploma of Library and Information Services

incorporating

Certificate III in Library and Information Services

Course Code: CUL50199 Diploma

Course Code: CUL30199 Certificate III

Campus

Footscray Nicholson.

Career Opportunities

Library assistant, library technician.

Scope of Delivery

Library studies offer a range of study options, full-time, part-time, on campus, flexible delivery, workshops, workplace delivery, traineeships and distance education.

Course Objective

These courses aim to train students to become Library Assistants and Library Technicians who work under the direction of a Librarian, performing a variety of tasks and requiring a combination of clerical and library skills. The course is recognised by the Australian Library and Information Association.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course at Year 12 level or equivalent, or be of mature age and be assessed as being capable of successfully completing the course.

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non English speaking background.

Selection Procedure/Selection Criteria

Full-time students must apply through VTAC. Selection may involve an interview process.

Course Duration

These courses may be offered on a full-time or part-time basis over one year 400 maximum nominal hours – Certificate III or two years 1155 maximum nominal hours – Diploma or by non-campus flexible delivery.

Course Structure**Certificate III in Library & Information Services CUL30199**

Unit of Study Code		Hours
CULLB201A	Assist Clients to use an Information Service Effectively	40
CULLB202A	Assist with the Maintenance of Service Area	40
CULLB203A	Develop own Information Literacy Skills	20
CULLB204A	Manage own Work Performance and Learning	40
CULLB205A	Prepare, Process and Store Resources	30
CULLB301A	Participate in a Work Team	40
CULLB302A	Use Bibliographic Methods	40
CULLB307A	Use Multimedia Equipment	40
BSZ404A	Train Small Groups	30
<i>Elective Units of Study</i>		
CULLB303A	Accession and Process Resources	20
CULLB304A	Contribute to Promotional Programs and Activities for Clients	30
CULLB305A	Process Orders	30

Note: The Certificate II in Library and Information Services CUL20199 is nested within the Certificate III in Library and Information Services CUL30199.

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

Diploma of Library and Information Services

Course Code: CUL50199

Core Units of Study

Unit of Study Code		Hours
CULLB307A	Use Multimedia Equipment	40
CULLB401A	Contribute to Client Access to Information	60
CULLB402A	Contribute to Effective Working Relationships	60
CULLB403A	Develop and apply own Information Literacy Skills in Working with Clients	60
CULLB405A	Manage own Work Development and Learning	50
CULLB406A	Organise and Coordinate Work Activities	50
CULLB407A	Use Networked Services Effectively to Provide Access to Information	50
CULLB501A	Contribute to the Organisation and Coordination of the Work of Others	60
CULLB502A	Deliver Information Literacy Programs for Clients	80
CULLB503A	Organise Information for Client Access	100
CULLB504A	Provide Clients with Access to Required Information	80
BSZ404A	Train Small Groups	30
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5

Elective Units of Study

CULLB411A	Provide Promotion and Programs and Activities for Clients	30
CULLB505A	Analyse and Describe Material	50
CULLB506A	Catalogue and Classify Material	50
CULLB507A	Contribute to Collection Development	50
CULLB508A	Develop and Improve Systems and Processes to Increase Access to Information	50
CULLB509A	Coordinate Selection & Acquisition of Information	50
CULLB510A	Establish and Maintain Consultation with, and Promotion to, Client Groups	50
CULLB511A	Lead a Team	50
CULLB512A	Maintain and Modify Technological Applications in the Library	50
CULLB513A	Manage Maintenance of Physical Resources and Environment	50
CULLB514A	Provide Assistance for Research and Projects	50

CULMS501A Apply Basic Preservation Techniques 60

ICAITU006B Operate Computing Packages 60

Note: The Certificate IV in Library and Information Services(CUL40199) is nested within the Diploma of Library and Information Services(CUL50199).

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

The Advanced Diploma of Library and Information Services (CUL60199) is also available upon demand.

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

English as a Second Language (Further Study)**Certificate IV in ESL (Professional) [English for Health Service Professionals]**

Course Code: 21505VIC Certificate IV (Professional)

Campus

Footscray Nicholson, St Albans, Werribee.

Career Opportunities

Further study.

Scope of Delivery

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

Course Objective

The course aims to develop the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

The course is designed specifically for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration

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

Certificates III and IV are 500 nominal hours.

Course Structure**Core Units of Study**

Unit of Study Code		Hours
VBN494	Listening (Professional IV)	100
VBN495	Speaking (Professional IV)	100
VBN496	Reading (Professional IV)	100
VBN497	Writing (Professional IV)	100

Elective Units of Study

Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code	Hours
VBN498	50
VBN499	50
VBN500	75
VBN501	50
VBN502	50
VBN503	50
VBN504	50
VBN505	50
VBN506	50
VBN507	50
VBN508	50
VBN509	50
VBN510	50
VBN511	50
VBN512	75

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

English as a Second Language (Employment)

Certificate III in ESL (Employment) [Aged Care Work]

Certificate III in ESL (Employment) [Children's Services]

Certificate IV in ESL (Employment)

Course Code: 21503VIC Certificate III [Aged Care] / [Children's Services]

Course Code: 21504VIC Certificate IV

Campus

Footscray Nicholson, St Albans, Werribee.

Career Opportunities

Various.

Scope of Delivery

This/these course/s may be offered on a full-time or part-time basis.

Course Objective

The ESL for Vocational Purpose courses aim to provide participants from non English speaking backgrounds with:

- the knowledge and English language skills needed to obtain employment within their occupational fields;
- the knowledge and skills to function effectively in a work environment in Australia;
- an understanding of the Australian workplace and culture;
- a pathway for students with low levels of English language skills to enter the workforce.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration

These courses may be offered on a full-time basis or part-time equivalent over 500 nominal hours each.

Course Structure

Certificate III

Core Units of Study

Unit of Study Code	Hours
VBN478	80
VBN479	80
VBN480	80
VBN481	80

Elective Units of Study

Units, together totalling a minimum of 180 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code	Hours
VBN498	50
VBN499	50
VBN500	75
VBN501	50
VBN502	50
VBN503	50
VBN504	50
VBN505	50
VBN506	50
VBN507	50
VBN508	50
VBN509	50
VBN510	50
VBN511	50
VBN512	75

Certificate IV

Core Units of Study

Unit of Study Code	Hours
VBN490	80
VBN491	80
VBN492	80
VBN493	80

Elective Units of Study

Units, together totalling a minimum of 180 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit of Study Code	Hours
VBN498	50
VBN499	50
VBN500	75
VBN501	50
VBN502	50
VBN503	50
VBN504	50
VBN505	50
VBN506	50
VBN507	50
VBN508	50
VBN509	50
VBN510	50
VBN511	50
VBN512	75

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

Certificate IV in Professional Writing and Editing

Course Code: 21123VIC

Campus

St Albans.

Career Opportunities

Creative writing, journalism, editing and publishing.

Scope of Delivery

The course is offered either full-time or part-time, on campus. Most subjects are offered at St Albans only. There are currently no Units of Study available through flexible delivery.

Course Objectives

The course aims to:

- provide participants with a theoretical base and practical skills in technical, business and/or creative writing, to pursue either para-professional level employment or further tertiary study;
- promote writing as a vocation, with the development of suitable communication skills which are transferable either within industry or freelance;
- improve participants' writing skills and awareness of industry standards and demands, developing communication and cultural skills and adding to the cultural productivity in the community;
- provide participants with pathways to formal graduate and post graduate courses.

Entry Requirements

To qualify for admission to the course, applicants must have completed Year 12 or an equivalent or be of mature age. Applicants need to submit a folio of writing and a statement of interest before being selected for an interview.

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

Selection Procedures/Selection Criteria

Applicants must provide a 250 word statement of why they want to do the course, plus a folio of writing pieces totalling 1000–2000 words (fiction and/or non-fiction— no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent (680 nominal hours).

Course Structure

Core Units of Study

Unit of Study Code		Hours
VAC474	Industry Overview	68
VBK382	Computer Skills for Writers & Editors	68
VBK383	Editing 1A	68
VBK384	Editing 1B	68

Elective Units of Study

Six electives to be undertaken, of which at least two must be selected from (i) and/or (ii):

(i)		Hours
Unit of Study Code		
VAA408	Applied Writing for Public Relations 1	68
VAA409	Applied Writing for Public Relations 2	68
VAE272	Non Fiction 1A	68
VAE281	Novel 1A	68
VAE344	Corporate Writing 1A	68
VAE552	Screenwriting 1A	68
VAE831	Poetry 1A	68
VAE863	Popular Fiction 1A	68
VAE913	Short Story 1A	68

VAN037	Non Fiction 1B	68
VAN039	Novel 1B	68
VAN041	Corporate Writing 1B	68
VAN042	Screenwriting 1B	68
VAN043	Poetry 1B	68
VAN044	Popular Fiction 1B	68
VAN045	Short Story 1B	68
VBF960	Writing Comedy for Performance 1A	68
VBF961	Writing Comedy for Performance 1B	68
VBK385	Introduction to Fiction Writing 1	68
VBK386	Script Writing 1A	68
VBK387	Script Writing 1B	68

(ii)	Unit of Study Code		Hours
	VBK388	Writing for Children (Young Readers) A	68
	VBK389	Writing for Children (Young Readers) B	68
	VBK390	Writing for Radio	68

(iii)	Unit of Study Code		Hours
	VAC391	Internet Skills for Writers & Editors	68
	VAC412	Desktop Publishing 1	68
	VAD964	Design and Layout	68
	VAE919	Practical Placement	68
	VAG831	Writer and Research	68
	VBK392	Literature for Writers A	68
	VBK393	Literature for Writers B	68
	VBK394	Photography for Writers	68
	VBK395	Role of the Editor	68

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

Diploma of Arts (Professional Writing and Editing)

Course Code: 21124VIC

Campus

St Albans.

Career Opportunities

Creative writing, journalism, editing and publishing.

Scope of Delivery

The course is offered either full-time or part-time, on campus. Most subjects are offered at St Albans only. There are currently no Units of Study available through flexible delivery.

Course Objectives

The course aims to:

- provide students with an awareness of marketing in terms of their own work, and to develop knowledge of the markets available to the professional writer and editor.
- promote students' analytical and problem solving skills in relation to both written work and communication aspects of the industry
- develop skills in the and application of research, design and implementation principles within both freelance and industry projects.
- provide a knowledge of the process of following through more detailed and lengthy projects to successful conclusion.

Entry Requirements

To qualify for admission to the course, applicants must have completed Year 12 or an equivalent or be of mature age. Applicants need to submit a folio of writing before being selected for an interview. Pre-requisite for the course is the Certificate IV in Professional Writing and Editing(21123VIC).

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

Selection Procedures/Selection Criteria

Applicants must provide a 250 word statement of why they want to do the course, plus a folio of writing pieces totalling 1000–2000 words (fiction and/or non-fiction – no poetry accepted). Applicants will also be required to attend an interview and complete a grammar test and a further piece of writing.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent (544 nominal hours).

Course Structure

Core Units of Study

Unit of Study code	Hours
VAC474 Industry Overview	68
VBK382 Computer Skills for Writers & Editors	68
VBK383 Editing 1A	68
VBK384 Editing 1B	68

Elective Units of Study

Fourteen electives to be undertaken, comprising: six electives, of which at least two must be selected from (i) and/or (ii); and an additional eight electives of which a minimum of four must be selected from (iv) with the remaining electives selected from (ii) and/or (iii). Electives are selected by the student with the approval of the Head of Department.

(i)		Hours
Unit of Study Code		
VAA408 Applied Writing for Public Relations 1		68
VAA409 Applied Writing for Public Relations 2		68
VAE272 Non Fiction 1A		68
VAE281 Novel 1A		68
VAE344 Corporate Writing 1A		68
VAE552 Screenwriting 1A		68
VAE831 Poetry 1A		68
VAE863 Popular Fiction 1A		68
VAE913 Short Story 1A		68
VAN037 Non Fiction 1B		68
VAN039 Novel 1B		68
VAN041 Corporate Writing 1B		68
VAN042 Screenwriting 1B		68
VAN043 Poetry 1B		68
VAN044 Popular Fiction 1B		68
VAN045 Short Story 1B		68
VPF960 Writing Comedy for Performance 1A		68
VPF961 Writing Comedy for Performance 1B		68
VBK385 Introduction to Fiction Writing 1		68
VBK386 Script Writing 1A		68
VBK387 Script Writing 1B		68
(ii)		Hours
Units of Study code		
VBK388 Writing for Children (Young Readers) A		68
VBK389 Writing for Children (Young Readers) B		68
VBK390 Writing for Radio		68
(iii)		Hours
Unit of Study Code		
VAC391 Internet Skills for Writers & Editors		68
VAC412 Desktop Publishing 1		68
VAD964 Design and Layout		68
VAE919 Practical Placement		68
VAG831 Writer and Research		68
VBK392 Literature for Writers A		68
VBK393 Literature for Writers B		68
VBK394 Photography for Writers		68
VBK395 Role of the Editor		68
(iv)		Hours
Unit of Study Code		
VAA209 Advanced Novel 2		68
VAA410 Applied Writing for Public Relations 3		68
VAA411 Applied Writing for Public Relations 4		68
VAA910 Corporate Writing 2A		68

VAA980 Desktop Publishing 2A	68
VAB933 Myths & Symbols A	68
VAC389 Performance Workshop 2	68
VAD260 Playwriting 2A	68
VAD728 Editing 2A	68
VAE273 Non Fiction Project 2A	68
VAE282 Novel 2A	68
VAE544 Scientific/Technical Writing 2	68
VAF066 Short Story 2A	68
VAF128 Small Press Publishing 2	68
VAM123 Writing Histories 2A	68
VAM131 Writing for Young Adults A	68
VAN028 Corporate Writing 2B	68
VAN029 Desktop Publishing 2B	68
VAN031 Myths & Symbols B	68
VAN034 Playwriting 2B	68
VAN035 Editing 2B	68
VAN038 Non Fiction Project 2B	68
VAN040 Novel 2B	68
VAN046 Short Story 2B	68
VAN048 Writing Histories 2B	68
VAN050 Writing for Young Adults B	68
VBF962 Writing Comedy for Performance 2A	68
VBF963 Writing Comedy for Performance 2B	68
VBK396 Advanced Screenwriting Project 2	68
VBK397 Authoring a Multimedia Product 2	68
VBK398 Industry Overview 2	68
VBK399 Literary Non Fiction Project 2	68
VBK400 Poetry 2A	68
VBK401 Poetry 2B	68
VBK402 Screenwriting 2A	68
VBK403 Screenwriting 2B	68
VBK404 Writing for Children (Older Readers) A	68
VBK405 Writing for Children (Older Readers) B	68
VBK406 Writing an Interactive Multimedia Sequence 2	68

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

Course in Gateway to Nursing and Health Sciences

Course Code: 21379VIC

Campus

St Albans.

Career Opportunities

This is a bridging course that leads to nursing and other health sciences.

Scope of Delivery

This course is offered on a part-time basis, and may include online and flexible delivery.

Course Objectives

This course aims to provide students with the knowledge, skills and confidence required to successfully participate in nursing and other health sciences courses.

Entry Requirements

To qualify for admission to the course, applicants must be assessed by the Department as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

Applicants must submit a TAFE Direct Entry form, applicants will be contacted by mail to attend an interview at the St Albans campus. Interviews will be conducted in January for semester 1 and in June for semester 2.

All applicants will be interviewed and required to pass a literacy and numeracy test that indicates that they possess:

- competency in reading, and writing, equivalent to the National Reporting System Level 4, and
- numeracy skills equivalent to the National Reporting System Level 2.

The general English language proficiency of students entering the course will be a minimum of the Australian Second Language Proficiency Rating 2+.

Further information about interviews can be obtained on 9919 8641

Course Duration

The course may be offered on a full-time basis over at least 260 nominal hours or part-time equivalent.

Course Structure

Core Units of Study (190 nominal hours)

Unit of Study Code		Hours
VBM510	Learning to Learn	90
VBM692	Numeracy & Mathematics	54
VBN049	Human Biology for Health Sciences	70

Elective Units of Study

Unit of Study Code		Hours
VBN050	Chemistry for the Life Science	50

Assessment

Assessment is based on attendance, completion of essays, assignments, reports and tests.

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

Course in Preparation for Tertiary Studies (Arts)

Course Code: 21380VIC

Campus

St Albans.

Career Opportunities

This is a bridging course leading into Arts Degrees.

Scope of Delivery

This course is offered on a part-time basis over one year.

Course Objective

This course will provide a pathway for students wishing to study in the Humanities, Education and Community Development fields. It is designed to equip students with the language and literacy skills required to undertake both certificate and undergraduate courses. It also provides introductory content in a range of disciplines within the Humanities.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate competency in speaking, reading and writing at a minimum of Level 3 of the Certificate of General Education for Adults or Level 3 Certificate in English as a Second Language (Academic Purposes)(14373VIC).

Applicants seeking mid-year entry to the Preparation for Tertiary Studies (Arts)(21380VIC) program must be able to demonstrate competency in speaking, reading and writing at a minimum Level 4 of the Certificate of General Education for Adults or Level 4 of the Certificate in English as a Second Language (Academic Purposes)(14374VIC).

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

Selection Procedures/Selection Criteria

Applicants will be assessed via an interview for suitable literacy levels.

Course Duration

The course may be offered on a part-time basis over 180 nominal hours.

Course Structure

Unit of Study Code		Hours
VBM510	Learning to Learn	90
VBM511	Inquiry and Presentation	54
VBN048	Humanities Lecture Program Theory & Practicum	36

Elective Units of Study 36 nominal hours of an elective Units of Study, comprising the following: Lecture Program Practicum

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

Course in Concurrent Study

Course Code: 21204VIC

Campus

Footscray Nicholson, Melton, St Albans, Sunbury, Sunshine, Werribee.

Career Opportunities

Further Study.

Scope of Delivery

Flexible delivery.

Course Objective

The course aims to provide learning that can be delivered flexibly to adult learners returning to study or undertaking a program of vocational training and who have identified a need to gain extra generic skills while undertaking their study.

Entry Requirements

To qualify for admission to the course the learner should be enrolled in a program of vocational or other further education study at Victoria University.

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

Selection Procedures/Selection Criteria

Students may self select or be referred by teachers.

Course Duration

This course may be offered up to 200 nominal hours or part-time equivalent.

Course Structure

VBJ717	Concurrent Study 1	50
VBJ718	Concurrent Study 2	50
VBJ719	Concurrent Study 3	50
VBJ720	Concurrent Study 4	50

Upon successful completion of any unit students will be eligible to receive a statement of attainment.

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

School of Human Services, Science and Technology

The School of Human Services, Science and Technology consists of six Departments:

- Child Studies
- Health Services
- Information Technology
- Science and Biotechnology
- Social and Community Studies
- Sport, Recreation and Performance.

The School offers courses from Certificate I to Advanced Diploma level, as well as customised professional development programs developed specifically for industry. The School maintains close links with industry and bases its courses on industry-endorsed competency standards, ensuring students receive up-to-date industry-relevant vocational education and training.

The School's core business is supporting individuals and enterprises in the workplace. Using on-the-job training and flexible teaching and learning materials, enterprises are able to utilise both the University and their own workplaces to deliver training which complements an enterprise's training schedules and work patterns. Materials supporting training delivery include interactive CD-ROM, web-based content and distance education.

The School of Human Services, Science and Technology is the biggest provider of Health Services training in Victoria, with a major facility at the Sunbury Campus, as well as of Aged Care training and a major provider of Sport and Recreation training. The School is the only provider of Performing Arts courses in Melbourne's Western region, delivered at both Footscray Nicholson and Sunbury campuses. These courses provide young people with training for employment in the Performing Arts industry. The School is also a major provider of animal technology education and training, a feature of which is the animal house development at the Werribee Campus together with first class laboratory research facilities.

The School offers Apprenticeship courses in Information Technology, (generally Certificate III level). However, the majority of IT students undertake Certificate IV or Diploma courses which provide skills for employment in areas such as web page development and multimedia, computer hardware and software sales, PC/user support, network support/administration, or computer operations/programming.

The School delivers courses at St Albans, Sunbury, Melton, Werribee, Sunshine, Footscray Nicholson, Footscray Park, City King and South Melbourne campuses, as well as on-the-job programs delivered in enterprises including hospitals, nursing homes and aged care facilities, and sporting clubs.

The School of Human Services, Science and Technology is involved in industry consultancy and research. During 2004-2005, the School continues to be involved in research and development projects in biotechnology, aged care, community work, youth work, and disability work. The Department of Sport, Recreation and Performance continues its relationship with the AFL as the major provider of the outstandingly successful AFL traineeship.

Diploma of Meat Processing MTM50100 student, Greg Wareham, won the 2004 Australian Vocational Student of the Year award. Greg is Operations Manager with G & K O'Connor Pty Ltd., a large beef exporting company based in Pakenham. In support of his nomination, MINTRAC acknowledged Greg as 'a wonderful role model in an industry with a limited training culture and with almost no experience of training at this level.'

Continuous professional development of staff is a high priority with the School working continually to develop the industry and training expertise of its staff. The teaching and administrative staff attend and present papers at numerous conferences and workshops each year.

Anne Jones

Associate Director

School of Human Services, Science and Technology

Department of Child Studies

The Department of Child Studies—TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, Werribee and industry based-locations.

The Child Studies Department offers courses which provide vocational education for a variety of Child Studies occupations ranging from pre-employment through to para-professional level.

The courses provide graduates with good employment prospects, particularly in the western metropolitan region where there is a high level of demand for qualified workers in the Children's Services sector.

The Child Studies Training Package was under review at the time this material was prepared. Up-to-date information can be obtained by attending the Child Studies Department course information sessions for 2004 courses. Details of these sessions can be obtained by calling the Child Studies Department on 9919 8060.

Code

CHC30402 Certificate III in Children's Services

CHC40402 Certificate IV in Out of School Hours Care

CHC50202 Diploma of Out of School Hours Care

CHC50302 Diploma of Children's Services

CHC60399 Advanced Diploma of Community Services
(Children's Services)

CHC50399 Diploma of Community Services
(Children's Services)

CHC40399 Certificate IV in Community Services
(Children's Services)

CHC30399 Certificate III in Community Services
(Children's Services)

In addition to these courses, the Department of Child Studies—TAFE conducts professional development programs for Industry and research and consultancies for children's services programs.

Teresa Durka

Acting Head, Department of Child Studies—TAFE

Certificate III in Children's Services

Course Code: CHC30402

Campus

Footscray Nicholson, Melton, Werribee.

Career Opportunities

Child care worker.

Scope of Delivery

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

Course Objective

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

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

Entry Requirements

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 3 and to work in Children’s Services.

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

Selection Procedures

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

Course Duration

The course is offered on a full-time basis over 605 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. Some agencies require that participants provide a police check clearance before undertaking the workplace training.

Materials Fees

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

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCN1D	Ensure children’s health and safety	30
CHCCN2C	Care for children	70
CHCCN4D	Respond to illness, accidents and emergencies	30
CHCCS301A	Work within a legal and ethical framework	50
CHCFC1C	Support the development of children in the service	40
CHCIC1C	Interact effectively with children	70
CHCOHS301A	Participate in workplace safety procedures	30
CHCPR1C	Deliver services/ activities to stimulate children’s development and enhance their leisure	40
CHCPR3C	Develop an understanding of children’s interests and developmental needs	20
HLTFA2A	Apply advanced First Aid	30

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.

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

Unit of Study Code		Hours
CHCCN5C	Care for babies	40
CHCPR2C	Arrange/Organise experiences which facilitate and enhance children’s development	80
CHCORG3B	Participate in the work environment	20
CHCRF1C	Work effectively with families in caring for the child	25
Total Nominal Hours		605

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

Certificate IV in Out of School Hours Care

Course Code: CHC40402

Campus

Industry Workplace.

Career Opportunities

Child care supervisor, director, service manager

Scope of Delivery

Industry only.

Course Objective

The course is appropriate for workers who conduct vacation programs and before and after school activities for children who are of school age. It is also applicable for those who work with children who may not be of school age e.g. a mobile resource unit. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children’s Services. Applicants must have successfully completed all prerequisite competencies or equivalent before being permitted to commence core and elective course competencies.

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

Selection Procedures/Selection Criteria

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

Course Duration

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

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCADMIN3B	Undertake administrative work	50
CHCCHILD1C	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
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCPR1C	Deliver services/ activities to stimulate children’s development and enhance their leisure	40
CHCPR3C	Develop an understanding of children’s interests and developmental needs	20
CHCYTH1C	Work effectively with young people	40
HLTFA1A	Apply basic First Aid	10
<i>and/ or</i>		
HLTFA2A	Apply advanced First Aid (depending on jurisdiction)	30
SRCCRD007A	Develop recreation programs	20
SRXRIS001A	Undertake risk analysis of activities	10
SRXTEM003A	Work autonomously	7

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:

Unit of Study Code		Hours
CHCCN2C	Care for children	70
CHCCHILD3A	Promote the safety, well-being and welfare of children, young people and their families	40
CHCCN3C	Prepare nutritionally balanced food in a safe and hygienic manner	20
CHCCN4D	Respond to illness, accidents and emergencies	30
CHCFC1C	Support the development of children in the service	40
CHCIC10C	Establish and implement plans for developing responsible behaviour	40
CHCORG3B	Participate in the work environment	20
CHCORG28A	Reflect and improve upon professional practice	120
CHCPOL2A	Contribute to policy development	50
CHCRF1C	Work effectively with families in caring for the Child	25
CHCRH3B	Develop leisure and health programs for clients with special needs	90
SRCCRO001A	Assist with recreation games not requiring equipment	10
SRCCRO008A	Interact positively with infants, toddlers and parents in a recreation environment	20
SROABL002A	Facilitate adventure-based learning activities	25
SRXCAI004A	Plan a sport and recreation session for clients	8
SRXCAI005A	Conduct a sport and recreation session for clients	8
SRXEME004A	Co-ordinate emergency response	20
SRXFAC004A	Plan and provide sport and recreational services	15

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

Diploma of Out of School Hours Care

Course Code: CHC50202

Campus

Industry Workplace.

Career Opportunities

Child care supervisor, director, service manager

Scope of Delivery

Industry only.

Course Objective

The course is appropriate for workers who have responsibility for the day-to-day running of a before and after school care and/or vacation care service. They undertake a managerial role and have responsibility for the supervision of other staff and volunteers. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirements

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent prior to commencing core and elective course competencies.

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

Selection Procedures/Selection Criteria

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

Course Duration

The course may be offered on a full-time basis over a minimum of 1160 nominal hours or part-time equivalent.

Course Structure

All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

Unit of Study Code		Hours
CHCADMIN3B	Undertake administrative work	50
CHCCHILD1C	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
CHCPR1C	Deliver services/ activities to stimulate children's development and enhance their leisure	40
CHCIC1C	Interact effectively with children	70
CHCYTH1C	Work effectively with young people	40
HLTFA1A	Apply basic First Aid	10
<i>and/or</i>		
HLTFA2A	Apply advanced First Aid (depending on jurisdiction)	30
SRCCRD007A	Develop recreation programs	20
SRXRIS001A	Undertake risk analysis of activities	10
SRXTEM003A	Work autonomously	7

Core Units of Study

Unit of Study Code		Hours
CHCFC2C	Foster and enhance children's development	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
CHCOHS501A	Manage workplace OHS management system	40
CHCORG5B	Maintain an effective work environment	50
CHCPOL4A	Develop and implement policy	
CHCPR10C	Design, implement and evaluate programs of the service	170
CHCRF11B	Work effectively with families in caring for the child	70
CHCRH5B	Conduct a program for children and young people with special needs	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 package units available at Diploma level:

Unit of Study Code		Hours
CHCCN3C	Prepare nutritionally balanced food in a safe and hygienic manner	20
CHCCN20B	Advocate for the rights and needs of children and young people	40
CHCFC3C	Foster and enhance children's social, emotional and psychological development	100
CHCFC5C	Foster and enhance children's cognitive and language development	100
CHCFC20B	Promote the ethical understandings of children	30
CHCINF2B	Maintain organisation's information systems	40
CHCINF7B	Meet information needs of the community	70
CHCNET2B	Maintain effective networks	50
CHCORG10B	Manage organisational change	150
CHCORG11B	Lead and develop others	90
CHCORG20B	Promote and represent the service	90
CHCORG23B	Co-ordinate work	60
CHCORG24B	Provide leadership in community services delivery	120
CHCORG27A	Provide mentoring support to colleagues	60

CHCORG28A	Reflect and improve upon professional practice	120
CHCORG29A	Provide coaching and motivation	70
CHCSD12B	Act as a resource to workers	40
CHCYTH5C	Support youth programs	150
CHCQM601A	Manage an accreditation process	60
HLTFA2A	Apply advanced First Aid	30
SRXEME004A	Co-ordinate emergency response	20

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

Diploma of Children's Services

Course Code: CHC50302

Campus

Footscray Nicholson, Melton, Werribee.

Career Opportunities

Childcare supervisor, director, service manager.

Scope of Delivery

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

Course Objective

This course covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most States it is the highest qualification required at director or service manager level.

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

Entry Requirements

To qualify for admission to the course, applicants must have completed year 12 or equivalent, and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary aptitude, skills and knowledge to undertake formal study at AQF level 5 and to work in Children's Services. Applicants must have successfully completed all prerequisite competencies or equivalent before being permitted to commence core and elective course competencies.

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

Selection Procedures

All applicants are advised to attend one of the information sessions run by the Department. Full Time applicants should apply through VTAC and Part Time applicants directly to the University. All applicants are required to submit an application form, attend an interview and sit a selection test.

Course Duration

The course may be offered on a full-time basis over a minimum of 1160 nominal hours or part-time equivalent.

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

Materials Fees

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

Course Structure

All prerequisite units must be completed successfully prior to commencing course core and elective units.

Prerequisite Units of Study

Unit of Study Code		Hours
CHCCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCN1D	Ensure children's health and safety	30
CHCCN2C	Care for children	70
CHCCN4D	Respond to illness, accidents and emergencies	30
CHCCS301A	Work within a legal and ethical framework	50
CHCFC1C	Support the development of children in the service	40
CHCIC1C	Interact effectively with children	70
CHCOHS301A	Participate in workplace safety procedures	30
CHCORG3B	Participate in the work environment	20
CHCPR1C	Deliver services/ activities to stimulate children's development and enhance their leisure	40
CHCPR3C	Develop an understanding of children's interests and developmental needs	20
HLTFA2A	Apply advanced First Aid	30

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

Diploma Units

Core Units of Study

Unit of Study Code		Hours
CHCCCHILD2C	Support the rights and safety of children within duty of care requirements	50
CHCCN11C	Establish, manage & monitor the implementation of a safe & healthy environment	40
CHCCN8B	Plan care routines	70
CHCFC2C	Foster and enhance children's development	40
CHCFC3C	Foster and enhance children's social emotional and psychological development	100
CHCFC5C	Foster and enhance children's cognitive and language development	100
CHCIC10C	Establish and implement plans for developing responsible behaviour	40
CHCIC12C	Plan the inclusion of children with additional Needs	40
CHCOHS501A	Manage workplace OHS management systems	40
CHCPR10C	Design, implement and evaluate programs of the service	170
CHCPR2C	Arrange/organise experiences which facilitate and enhance children's development	80
CHCPR9C	Document, interpret and use information about children	70
CHCRF11B	Work in partnership with families to care for the child	70

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.

Unit of Study Code		Hours
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCIC11B	Implement and promote inclusive policies and practices	40
CHCORG5B	Maintain an effective work environment	50
CHCPR14B	Observe children and interpret observations	40

These units may be compulsory in some jurisdictions:

CHCFC6C	Provide experiences which facilitate children's expressive development	60
CHCFC7C	Use music as a medium to enhance children's experiences and development	40
CHCFC8A	Provide experience which enhance children's development and learning	60

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

Advanced Diploma of Community Services (Children's Services)

Course Code: CHC60399

Campus

Footscray Nicholson.

Career Opportunities

Qualified worker, leadership and management roles in the children's services industry.

Scope of Delivery

Continuing Students only.

Course Objective

This course aims to equip students with leadership and management skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed an approved year 12 or equivalent, or be of mature age and assessed by the Department as being capable of completing the course.

Admission will be restricted to applicants who hold a recognised two-year minimum early childhood qualification. These applicants will usually complete Core Units of Study plus some Electives, dependent upon the content of their previous qualification.

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.

Some agencies require that participants provide a police check clearance before undertaking workplace training.

Course Duration

The course may be offered on a full-time basis over 1760 nominal hours or part-time equivalent.

The course will be available through part-time studies. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCCD3A	Meet information needs of the community	70
CHCCD7A	Support community resources	30
CHCCOM4A	Develop, implement and promote effective communication techniques	75
CHCINF2A	Maintain organisation's information systems	50
CHCORG5A	Maintain an effective work environment	50
CHCORG7A	Manage workplace issues	75
CHCORG11A	Lead and develop others	90
CHCORG17A	Implement and monitor occupational health and safety policies, procedures and programs	60
CHCORG19A	Develop and maintain the quality of service outcomes	90
CHCPR10A	Facilitate the design of programs of the service	70
CHCPR12A	Monitor and evaluate programs	70
CHCPR13A	Facilitate the development of programs for children with additional needs	40
CHCRF11A	Work in partnership with families to care for the child	70
CHCRF23A	Respond to problems and complaints about the service	40
CHCSD12A	Act as a resource to workers	40

Elective and Optional Units

Twelve elective units and one optional unit selected from one of the following three specialisations:

- Centre Based Care Workers;
- Out of School Hours Care Workers;
- Family Day Care Personnel.

Prerequisites are required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department, having regard to the relevant units listed in the Community Services Training Package, Children's Services National Competency Standards (CHC99), published 1999.

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

Diploma of Community Services (Children's Services)

Course Code: CHC50399

Campus

Footscray Nicholson, Melton, Industry Workplace

Career Opportunities

Qualified worker, management of a range of children's services.

Scope of Delivery

Continuing Students only.

Course Objective

This course aims to assist students to develop the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve, and to work closely with parents in fostering children's development.

This course combines both classroom teaching and supervised work-based techniques. Students gain 'hands-on' experience working with infants and young children in children's centres, kindergartens, and other relevant settings. Great importance is attached to the student's performance during work-based teaching which constitutes about thirty per cent of the course.

This course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia. Many graduates also work for a period overseas.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age or working in Children's services, and be assessed by the Department as being capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

All applicants must:

- Attend a central test/information sessions/open days and interview conducted by the University;
- Some agencies require that participants provide a police check clearance before undertaking workplace training.

Where demand for student places exceeds the number of places available, special consideration will be given to applicants who live or work in the western metropolitan region.

Course Duration

This course may be offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangement may include off-campus study, workshops or workplace facilitation.

Course Structure

Compulsory Units of Competency, common to all streams

Core Units of Study

Unit of Study Code		Hours
CHCCHILD2A	Support the Rights and Safety of Children within Duty of Care Requirements	70
CHCCN10A	Support the Emotional Needs of Children	20
CHCCN11A	Guide the Establishment and Maintenance of a Safe Environment	40
CHCCN8A	Plan Care Routines	70
CHCFC5A	Foster Children's Cognitive Development	40
CHCFC6A	Foster Children's Language Development	40
CHCFC7A	Foster Children's Aesthetic and Creative Development	40
CHCIC10A	Establish Plans for Developing Responsible Behaviour	40
CHCIC11A	Implement and Promote Inclusive Policies and Practices	40
CHCIC12A	Plan the Inclusion of Children with Special Needs	40
CHCIC14A	Facilitate Children's Communication Skills	40
CHCPR4A	Provide Opportunities and Experiences to enhance Children's Development	70
CHCPR5A	Enhance Children's Play and Leisure	70
CHCPR9A	Use Observations and Records	70
CHCSD10A	Develop New Approaches for providing Service	40

Elective and optional units

Thirteen elective units and one optional unit selected from the following four specialisations:

- Centre Based Care Workers;
- Out of School Hours Care Workers;
- Family Day Care – Care Providers;
- Family Day Care – Field Workers.

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department having regard to the relevant units listed in the Community Studies Training Package, Children's Services National competency standards (CHC99), published 1999.

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

Certificate IV in Community Services (Children's Services)

Course Code: CHC40399

Campus

Industry Workplace.

Career Opportunities

Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant and family day care worker.

Scope of Delivery

Continuing Students only.

Course Objective

This course aims to equip students with the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed an approved year 12 or equivalent, or be of mature age and assessed by the Department as being capable of completing the course.

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

Some agencies require that participants provide a police check clearance before undertaking workplace training.

Course Duration

The course may be offered over one year on a full-time basis for 760 nominal hours or part-time equivalent.

The course will normally be available through part-time studies. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCFC2A	Foster the physical development of children	40
CHCFC3A	Foster the social development of children	40
CHCFC4A	Foster the emotional and psychological development of children	40

Elective and Optional Units

Nine elective units and one optional unit selected from one of the following three specialisations:

- Centre Based Care Workers
- Out of School Hours Care Workers
- Family Day Care Workers

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department, having regard to the relevant units listed in the Community Services Training Package, Children's Services National Competency Standards (CHC99), published 1999.

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

Certificate III in Community Services (Children's Services)

Course Code: CHC30399

Campus

Industry Workplace.

Career Opportunities

Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant, and family day care worker.

This course has three specialist streams:

- Centre Based Care Workers;
- Out of School Hours Care Workers;
- Family Day Care Workers.

Scope of Delivery

Continuing Students only.

Course Objective

The Certificate III in Children's Services, is designed for people working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings.

This course aims to help students develop their knowledge and understanding of early childhood development and school age children's development, and to provide students with skills necessary to meet the needs of these age groups.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.

Entry Requirements

No formal qualifications are required, but applicants must be: at least 16 years of age on the first day of course commencement; and have successfully completed Year 11 or equivalent.

Special consideration will be given to certain groups of applicants who fit into the following categories:

- Persons working in Children's Services who have worked the equivalent of six months full-time or who have had substantial voluntary work;
- Persons from a non-English-speaking background;
- Persons who have successfully completed other relevant qualifications e.g. Certificate in Child Care Home Based, Certificate in Occupational Studies Social and Community Services.
- Persons who are of mature age.

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.

All applicants must attend an interview and testing before undertaking workplace training.

Selection Procedures/Selection Criteria

Application is made via a Direct Application Form.

All applicants must:

- Attend a central test/information sessions/open days and interview conducted by the University.
- Some agencies require that participants provide a police check clearance before undertaking workplace training.

Where demand for student places exceeds the number of places available, special consideration will be given to applicants who live or work in the western metropolitan region.

Course Duration

This course may be offered on a full-time basis over one year or part-time equivalent. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Compulsory units of competency (common to all streams)

Code		Hours
CHCCN4A	Respond to Illness, Accidents and Emergencies	30
CHCCN6A	Travel with Children Safely	10
CHCCN7A	Foster Children's Self Help Skills	20
CHCFC1A	Support the Development of Children in the Service	30
CHCIC1A	Interact Positively with Children	30
CHCIC2A	Guide Children's Behaviour	30
CHCIC4A	Work Collaboratively with Children	20
CHCORG3A	Participate in the Work Environment	20
CHCPR1A	Facilitate Play and Leisure	30
CHCPR2A	Organise Experiences for Children	30
CHCPR3A	Observe Children	20
CHCRF1A	Communicate with Family Members about their Child	20
<i>Children's Services Specialisation Electives</i>		
CHCAL7A	Fulfil Family Day Care Administration Requirements ##	20
CHCCN3A	Prepare Food ##	20
CHCCN5A	Support the Emotional Wellbeing of Babies/Infants**	20
CHCCN10A	Support Emotional Needs of Children	20
CHCCNAA	Support Babies Needs ##**	20
CHCFC2A	Foster the Physical Development of Children	40
CHCFC3A	Foster the Social Development of Children++	40
CHCFC4A	Foster the Emotional and Psychological Development of Children	40
CHCGROUP2A	Support Group Activities++	20

Compulsory units of competency (common to all streams)

CHCCN1A	Maintain a Healthy & Safe Environment	20
CHCCN2A	Provide Physical Care	30
CHCICAA	Communicate with Children	30
CHCORG4A	Follow the Organisation's OH&S Policies	30

**compulsory units for Centre Based care workers

++compulsory units for Out of School Hours Care workers

##compulsory units for Family Day Care workers

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department having regard to the relevant units listed in the Community Studies Training Package, Children's Services National competency standards (CHC99), published 1999.

Note: Electives offered will be selected by the Department 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.

Department of Health Services

The Department of Health Services conducts a range of courses which provide vocational education and training to satisfy the demands of the Health Services industry.

Code	
21358VIC	Certificate IV in Health (Nursing)
21506VIC	Course in Medication Administration for Division 2 Registered Nurses in Victoria
20003VIC	Course in Cardiopulmonary Resuscitation
20004VIC	Course in Emergency First Aid
20005VIC	Course in Basic First Aid
20006VIC	Course in Paediatric Aid
HLT50402	Diploma of Paramedical Science (Ambulance)
HLT41002	Certificate IV in Basic Emergency Care
HLT30202	Certificate III in Non-Emergency Patient Transport

In addition to these courses, the Health Services Unit conducts Traineeships and training courses for Industry.

Sue Philpott
Head, Health Services Unit-TAFE

Certificate IV in Health (Nursing)

Course Code: 21358VIC

Campus

Sunbury

Career Opportunities

There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health settings.

Scope of Delivery

This course is offered on a full time and part time basis.

Course Objective

The course is designed to provide a broad-based training program for students to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities.

Entry Requirements

The University is committed to the achievement of excellence, access and equity in post-secondary education and training. Accordingly, course entry requirements take into account the wide range of backgrounds and experiences of applicants.

For admission to TAFE courses applicants must be assessed as capable of completing the course for which they are applying.

Mature age applicants are encouraged to apply. Mature Age applicants who do not pass the selection test may be referred to other courses in order to satisfy the minimum entrance requirements.

Special Entry Requirements

Special Conditions

It is mandatory that all students undertaking clinical experience provide clinical experience employers with a police check, prior to commencement of their placement. Clinical experience employers may refuse to accept a student for placement, based on the information contained in their police check. Successful applicants must provide the University with a current Police Check on the first day of the course. This police check must be in a sealed envelope with the applicants name and address printed clearly on the outside of the envelope. The sealed envelopes will be forwarded to clinical placement employers for their approval, one month prior to clinical experience taking place.

Victoria University does not select students based on the information contained in their police checks. However, should a student be refused a clinical placement based on the information contained in their police check, the University will make one further attempt to locate another clinical placement for the student. Students who are unable to complete experience due to their police checks will not be able to successfully complete the course.

First Aid Level 2

It is a requirement of the Certificate IV in Health (Nursing) course that all students have a current First Aid Level 2 Certificate by the end of the first semester of the course. Victoria University does offer the First Aid Level 2 qualification for students, however it is not part of the course, and as such incurs a cost of approximately \$180. Students are welcome to undertake the First Aid Level 2 at any other provider, and full credits will be given.

Selection Procedures/Selection Criteria

Admission to the courses is offered to applicants who satisfactorily pass an English literacy/numeracy, clear thinking and problem-solving test. All applicants will be required to achieve a grade of 80% or greater in order to gain entrance to the course. The test is conducted by VETASSESS and will cost applicants \$35 which is non refundable.

Course Duration

The course is 850 hours and is offered on a full-time basis over one year or part-time over two years.

Course Structure

Core Units of Study (830 nominal hours)	Hours
BSBCMN205A Use business technology	30
CHCDIS3A Provide services to people with disabilities	50
CHCORG4A Follow the organisation's Occupational Health and Safety policies	30
HLTCOM4A Communicate effectively with clients/patients in residential aged care facilities	50
VBM585 Work effectively as a professional nurse	90
VBM587 Undertake client assessment	90
VBM588 Deliver nursing care to clients	140
VBM589 Develop research skills to support nursing practice	20
VBM590 Apply professional nursing practice to client care	
VBM591 Implement infection prevention and undertake wound management	80
VBM592 Provide individualised health education to clients	60
VBM593 Contribute to the health and wellbeing of patients and clients (Rehabilitation and Community)	30
VBM594 Participate in providing palliative care	50
VBM595 Participate as a preceptor in a work team	30
VBM596 Participate in providing therapeutic interventions for clients experiencing alterations to mental health and mental disorders	50

Elective Unit

One unit selected by the student, with the approval of the Head of Unit, from:

HLTIR3A Work effectively with culturally diverse patients, clients, customers and co-workers	20
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Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

Course in Medication Administration for Division 2 Registered Nurses in Victoria

Course Code: 21506VIC

Campus

Sunbury

Career Opportunities

To be advised.

Scope of Delivery

This course is offered on a full time and part time basis.

Course Objective

The course provides the skills and knowledge required to administer medication within the scope of practice of the Division 2 Registered Nurse in Victoria.

Entry Requirements

To qualify for admission to the course, applicants must:

- (a) be registered with the Nurses Board of Victoria as a Division 2 Nurse; and
- (b) demonstrate the competencies from 21358VIC Certificate IV in Health (Nursing) (or equivalent 2407ADC Certificate IV in Health (Nursing) and 3300HHA Advanced Certificate in Nursing) that are directly relevant to the extended scope of practice in the administration of medication, namely:
 - (i) language, literacy and numeracy skills to the entry level of 21358VIC Certificate IV in Health (Nursing) – a minimum of Level 4 in the National Reporting System for indicators of competence in reading, writing and oral communication and Level 3 in numeracy;
 - (ii) knowledge of anatomy and physiology to the level required in 21358VIC Certificate IV in Health (Nursing).

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course may be offered on a full-time basis over a minimum of 192 nominal hours or part-time equivalent.

Course Structure

Core Units of Study	Hours
VBN535 Apply principles of pharmacology to safe nursing practice	40
VBN536 Safely administer medication and monitor therapeutic outcomes for clients with alterations to a range of functional health patterns	150

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

Course in Cardiopulmonary Resuscitation

Course Code: 20003VIC

Campus

To be advised.

Career Opportunities

To be advised.

Scope of Delivery

This course is offered on a full time and part time basis.

Course Objective

The course provides the skills and knowledge to perform cardiopulmonary resuscitation.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course is 4 hours and is offered on a full-time or part-time basis.

Course Structure

Core Units of Study	Hours
VBJ036 Cardiopulmonary Resuscitation	4

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

Course in Emergency First Aid

Course Code: 20004VIC

Campus

To be advised.

Career Opportunities

To be advised.

Scope of Delivery

This course is offered on a full time and part time basis.

Course Objective

The course provides the skills and knowledge to perform emergency first aid.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course is 6 hours and is offered on a full-time or part-time basis.

Course Structure

Core Units of Study	Hours
VBJ037 Emergency First Aid	6

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

Course in Basic First Aid

Course Code: 20005VIC

Campus

To be advised.

Career Opportunities

To be advised.

Scope of Delivery

This course is offered on a full time and part time basis.

Course Objective

The course provides the skills and knowledge to perform basic first aid.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course is 24 hours and is offered on a full-time or part-time basis.

Course Structure

Core Units of Study	Hours
VBJ037 Emergency First Aid	6
VBJ038 Basic First Aid	18

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

Course in Paediatric First Aid

Course Code: 20006VIC

Campus

To be advised.

Career Opportunities

To be advised.

Scope of Delivery

This course is offered on a full time and part time basis.

Course Objective

The course provides the skills and knowledge to perform paediatric first aid.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course is 18 hours and is offered on a full-time or part-time basis.

Course Structure

Core Units of Study	Hours
VBJ039 Paediatric First Aid	18

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

Diploma of Paramedical Science (Ambulance)

Course Code: HLT50402

Campus

St Albans

Career Opportunities

In Victoria, to apply for positions in the private, non-emergency transport sector. Occupational titles may include Ambulance Officer, Ambulance Paramedic and Ambulance Attendant.

Scope of Delivery

This course is offered on a full time and part time basis.

Course Objective

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

Entry Requirements

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

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

Selection Procedures/Selection Criteria

English literacy.

Course Duration

The course may be offered on a full-time basis over 1080-nominal hours or part-time equivalent.

Course Structure

Core Units of Study (985 nominal hours)

Unit Name	Description
BSBCMN204A	Work effectively with others
BSBCMN303A	Contribute to the effective workplace relationships
HLTAMB AE2A	Implement specialist access and egress procedures
HLTAMB AE1A	Enable safe access and egress in an emergency
HLTAMB AE3A	Follow procedures for routine safe extrication of patient
HLTAMB AE4A	Follow procedures for safe extrication of patient in a life threatening situation
HLTAMB CR2A	Deliver standard pre-hospital patient care
HLTAMB FC1A	Communicate within an ambulance environment
HLTAMB FC2A	Communicate in complex or difficult situations
HLTAMB PD1A	Manage personal stressors in the work environment
HLTAMB SC1A	Manage routine scene
HLTAMB SC2A	Manage scene of special event
HLTAMB SC3A	Manage the scene of an emergency
HLTAMB T1A	Transport non-emergency patients
HLTAMB T2A	Transport emergency patients
HLTHIR2A	Contribute to organisational effectiveness in the health industry
HLTIN1A	Comply with infection control policies and procedures
PUACOMO05A	Foster positive organisational image in the community
PUAOHSO03A	Implement and monitor the organisation's occupational health and safety policies, procedures and programs
PUAVEHO01 A	Drive vehicles under operational conditions

Elective Units of Study (100 nominal hours)

Two units (together totaling 100 nominal hours, selected by the student, with the approval of the Head of Department, from the:-

- elective units specified on page 120 of the Health Training Package: HL T02 (V2.0), Australian National Training Authority, 2001; or
- units at Australian Qualifications Framework Level 5 in the Health Training Package: HL T02, Australian National Training Authority, 2001; or
- units at Australian Qualifications Framework Level 5 in any relevant Training Package endorsed by the Australian National Training Authority.

Certificate IV in Basic Emergency Care

Course Code: HLT41002

Campus

St Albans

Career Opportunities

To work as a volunteer with Ambulance Service Victoria where those positions exist.

Scope of Delivery

Industry, to ambulance service volunteers.

Course Objective

The course aims to provide the knowledge and skills required of volunteer or similar type workers who operate within a State authority and provide basic emergency response and transport role in isolated or low workload areas. Occupational titles may include Volunteer Ambulance Officer and Community Ambulance Officer.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants must be sponsored by a Victorian Ambulance authority.

Course Duration

The course may be offered on a full-time basis over 780 nominal hours or part-time equivalent.

Course Structure

Core Units of Study (740 nominal hours)

BSBCMN303A	Contribute to the effective workplace relationships
HLTAMBAE1A	Enable safe access and egress in an emergency
HLTAMBAE2A	Implement specialist access and egress procedures
HLTAMBAE3A	Follow procedures for routine safe extrication of patient
HLTAMBAE4A	Follow procedures for safe extrication of patient in a life threatening situation
HLTAMBCR1A	Deliver basic patient care
HLTAMBFC1A	Communicate within an ambulance environment
HLTAMBFC2A	Communicate in complex or difficult situations
HLTAMBPD1A	Manage personal stressors in the work environment
HLTAMBSC1A	Manage routine scene
HLTAMBSC3A	Manage the scene of an emergency
HLTAMBT1A	Transport non-emergency patients
HLTAMBT2A	Transport emergency patients
HLTHIR1A	Work effectively in the health industry
HLTHSE1A	Follow the organisation's occupational health and safety policies
HLTIN1A	Comply with infection control policies and procedures
PUACOMO05A	Foster positive organisational image in the community
PUAVEHO01A	Drive vehicles under operational conditions

Elective Units of Study 40 nominal hours)

One unit (40 nominal hours, selected by the student, with the approval of the Head of Department, from the:

- units at Australian Qualifications Framework Level 4 in the Health Training Package: HLT02(V2.0), Australian National Training Authority, 2001; or
- units at Australian Qualifications Framework Level 4 in any relevant Training Package endorsed by the Australian National Training Authority.

Certificate III in Non-Emergency Patient Transport

Course Code: HLT30202

Campus

St Albans

Career Opportunities

In Victoria, to apply for positions in the private non-emergency patient transport sector.

Scope of Delivery

Industry

Course Objective

The course aims to provide the knowledge and skills required of those who provide non-emergency transport of patients.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

English literacy.

Course Duration

The course may be offered on a full-time basis over 395 nominal hours or part-time equivalent.

Course Structure

Core Units of Study (355 nominal hours)

BSAMED201	Use basic medical terminology in order to communicate with patients, fellow workers and health professionals
BSBCMN204A	Work effectively with others
CHCAC3A	Orientation to aged care work
CHCDIS1A	Orientation to disability work
HLTAMBFC1A	Communicate within an ambulance environment
HLTAMBT1A	Transport non-emergency patients
HLTFA2A	Apply advanced first aid
HLTHIR1A	Work effectively in the health industry
HLTHSE1A	Follow the organisation's occupational health and safety policies
HLTIN1A	Comply with infection control policies and procedures
PUAVEH001A	Drive vehicles under operational conditions

Elective Units of Study 40 nominal hours)

One unit (40 nominal hours, selected by the student, with the approval of the Head of Department, from the:-

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

Department of Information Technology

The Department of Information Technology–TAFE conducts courses that provide vocational education for Information Technology occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificate I to IV, Diploma and Advanced Diploma courses offered by the Department are set out below.

Code	
ICA10101	Certificate I in Information Technology
ICA30199	Certificate III in Information Technology (Software Applications) [Web Pages]
ICA30299	Certificate III in Information Technology (General)
ICA30399	Certificate III in Information Technology (Network Administration)
21488VIC	Certificate IV in Information Technology
ICA40399	Certificate IV in Information Technology (Network Management)
ICA40199	Certificate IV in Information Technology (Client Support)
ICA40299	Certificate IV in Information Technology (Database Administration)
ICA40699	Certificate IV in Information Technology (Programming)
ICA40599	Certificate IV in Information Technology (Technical Support)
21378VIC	Diploma of Information Technology (Computer Science)
ICA50299	Diploma of Information Technology (Software Development)
21489VIC	Diploma of Information Technology
ICA50601	Dual Diploma – Diploma of Information Technology (Webiste Development) and
ICA50701	Diploma of Information Technology (Internetworking)

In addition to these courses, the Department of Information Technology–TAFE conducts Traineeships, Labour Market Programs and training courses for industry.

Sbaron Brown

Head, Department of Information Technology–TAFE

Certificate I in Information Technology

Course Code: ICA10101

Campus

Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.

Career Opportunities

Computer operator.

Scope of Delivery

Evening classes are offered on two evenings per week for 20 weeks. Day classes will be offered over 15 weeks.

Course Objectives

The course is appropriate for people wanting a basic qualification in the information technology field.

The specific outcomes of the course are to provide the skills to use computers efficiently in the workplace and an understanding of a wide range of computer concepts and knowledge.

Entry Requirements

Basic English language, literacy and numeracy skills.

Selection Procedures/Selection Criteria

Selection will be based on details provided in the written application.

Course Duration

The course involves 170 hours of study

Course Structure

There are six core modules:

Core Units of Study	Unit of Study Code	Hours
Operate a personal computer	ICAITU128A	30
Operate a word processing application	ICAITU129A	30
Operate a spreadsheet application	ICAITU130A	30
Operate a database application	ICAITU131A	30
Operate a presentation package	ICAITU132A	25
Send and Retrieve information over the internet using browsers and email	ICAITU133A	25

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

Certificate III in Information Technology (Software Applications) [Web Pages]

Course Code: ICA30199

Campus

Sunshine, Werribee.

Career Opportunities

Web Page designer.

Scope of Delivery

This course is offered to full-time students at the Werribee and Sunshine Campus.

Course Objectives

Designed to enable graduates of the course to gain a broad range of skills and knowledge in Internet technologies and in particular web page implementation and design. This course attempts to meet the need for skills training that has been identified by industry in the areas of software applications, networks and Web page development.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed an approved course of study at Year 11 level or equivalent, or be of mature age and be assessed as being capable of successfully completing the course or be able to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units:

Unit Code	
ICAITW001B	Work effectively in an information technology environment
ICAITW002B	Communicate in the workplace
ICAITU004C	Apply Occupational Health and Safety procedures
ICAITU005C	Operate computer hardware
ICAITU006C	Operate computing packages
ICAITU007B	Maintain equipment and consumables
ICAITU012C	Design organisational documents using computing packages
ICAITU013C	Integrate commercial computing packages
ICAITS014C	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017C	Maintain system integrity

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

Selection will be based on details provided in the written application.

Course Duration

The course may be offered on a full-time basis over six months or part-time equivalent (350–620 nominal hours).

Course Structure

The Certificate III includes 280 hours of core competencies and an additional 150 hours of electives and options. The total nominal hours for the course are 410, although there may be some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 360 and 420 hours of class time.

Learning Area**Software**

Competency Code	Competency Title	Hours
ICAITU126B	Use advanced features of computer applications	40
ICAITU018C	Develop macros & templates for clients using standard products	60

Web Tools

ICPMM13cA	Author a Multimedia Sequence	40
ICAITU019C	Migrate to new Technology	20

Research

ICAITU028C	Customise Packaged Software Project Applications for clients	50
ICAITS031B	Provide advice to clients	36

HTML

ICPMM65dA	Create Web Pages with Multimedia	50
ICAITD128A	Create user & technical documentation	20

Configure a Web PC

ICAITS025B	Run standard diagnostic tests	20
ICAITS020C	Install and optimise system software	20
ICPMM63bA	Access the Internet	20
ICAITS021C	Connect internal hardware components	20
		396

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

Certificate III in Information Technology (General)

Course Code: ICA30299

Campus

Industry Workplace.

Career Opportunities

A person with the competencies could provide basic diagnostic support in an organization with a range of technologies.

Scope of Delivery

This course is offered as an Industry Based Traineeship only.

Course Objective

The course aims to provide students with a broad range of skills and knowledge to provide basic software support to a unit or branch within an organisation.

Entry Requirements

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no formal entry requirements for this course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent:

ICAITTW001B	Work effectively in an information technology environment
ICAITTW002B	Communicate in the workplace
ICAITU004B	Apply Occupational Health and Safety procedures
ICAITU005B	Operate computer hardware
ICAITU006B	Operate computing packages
ICAITU007B	Maintain equipment and consumables
ICAITU012B	Design organisational documents using computing packages
ICAITU013B	Integrate commercial computing packages
ICAITS014B	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017B	Maintain system integrity.

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

Course Duration

As an industry based traineeship over 400–530 nominal hours.

Course Structure**Core Units of Study (320 nominal hours)**

ICAITU019C	Migrate to new technology	20
ICAITS024C	Provide basic system administration	20
ICAITS025B	Run standard diagnostic tests	20
ICAITS115B	Maintain equipment & software in working order	40
ICAITS021C	Connect internal hardware components	20
ICAITU018C	Develop macros and templates for clients using standard products	60
ICAITD128A	Create user & technical documentation	20
ICAITS031B	Provide advice to clients	40
ICAITU126B	Use advanced features of computer applications	40
ICAITS032B	Provide network systems administration	20
ICAITS020C	Install and optimise system software	20

Elective Units of Study (80–210 nominal hours)

A minimum of two units selected by the student, with the approval of the Head of department from:

ICAITS029B	Install network hardware to a network	40
ICAITU028C	Customise packaged software applications for clients	60
ICAITI101B	Install and manage network protocols	40
ICAITPM129A	Apply skills in project integration	20
ICAITS034B	Determine and action network problem	30
ICAITI097B	Install and configure a network	40
ICAITS030B	Install software to networked computers	40
ICAITS121A	Administer network peripherals	20
ICAITS023B	Provide one to one instruction	10
ICAITB060B	Identify physical database requirements	40
ICAITU127B	Support system software	50

Two units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package.

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

Certificate III in Information Technology (Network Administration)

Course Code: ICA30399

Campus

Industry Workplace.

Career Opportunities

Network Administrator.

Scope of Delivery

This course is offered as an Industry based Traineeship only.

Course Objective

The course is appropriate for a person working as a network administrator within an organisation.

Entry Requirements

There are no specific entry requirements for admission to the course. Applicants may be required to demonstrate to the satisfaction of the Head of Department that they have achieved competency in the following units or equivalent:

ICAITTW001B	Work effectively in an information technology environment;
ICAITTW002B	Communicate in the workplace;
ICAITU004C	Apply Occupation Health and Safety procedures;
ICAITU005C	Operate computer hardware;
ICAITU006C	Operate computing packages;

ICAITU007B	Maintain equipment and consumables;
ICAITU012C	Design organisational documents using computing packages;
ICAITU013C	Integrate commercial computing packages;
ICAITS014C	Connect hardware peripherals;
ICAITS015B	Install software applications;
ICAITS017B	Maintain system integrity.

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

The course may be offered on a full-time basis over at least 350 nominal hours or part-time equivalent.

Course Structure

Core units (290 nominal hours)

Code		Hours
ICAITS025B	Run standard diagnostic tests	20
ICAITS121A	Administer network peripherals	20
ICAITS031B	Provide advice to clients	40
ICAITS032B	Provide network systems administration	20
ICAITU126B	Use advanced features of computer applications	40
ICAITS020C	Install and optimise system software	20
ICAITD128A	Create user and technical documentation	20
ICAITS120B	Administer and configure a network operating system	20
ICAITI101B	Install and manage network protocols	40
ICAITS024C	Provide basic system administration	20
ICAITS034B	Determine and action network problem	30

A minimum of 4 elective units (60 nominal hours) from the following:

Elective Units of Study

ICAITS115B	Maintain equipment and software in working order	40
ICAITU028C	Customise packaged software applications for clients	60
ICAITS021C	Connect internal hardware components	20
ICAITU019C	Migrate to new technology	20
ICAITU018C	Develop macros and templates for clients using standard products	60
ICAITS010C	Apply problem solving techniques to achieve organisation goals	10
ICAITS106B	Action and complete change requests	60
ICAITS023B	Provide one to one instruction	10
ICAITW027B	Relate to clients on a business level	40
ICAITW011B	Participate in a team and individually to achieve organisational goals	20
ICAITD003B	Receive and process oral and written communication	20
ICAITPM129A	Apply skills in project integration	20

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

Certificate IV in Information Technology

Course Code: 21488VIC

Campus

Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.

Career Opportunities

Software, engineering, computer network, client support, computer programming.

Scope of Delivery

This course is offered to full time students at Footscray Nicholson Street, Werribee, Sunshine, St Albans and Melton campuses. It can also be undertaken in part time evening mode at the Footscray Nicholson Street campus.

Course Objectives

The Certificate IV in Information Technology 21103VIC is designed to enable graduates of the course to gain a broad range skills and knowledge used in the information technology industry. This course attempts to meet the need for skills training that has been identified by industry in the areas of programming, hardware, computer architecture, information technology management, client support, software applications, networks and data communications, operating systems and Web page development.

Entry Requirements

The successful completion of VCE or equivalent or be of mature age.

Selection Procedures/Selection Criteria

Selection is based on VTAC entries or the details provided in a written application. Applicants may be required to sit a selection test.

Course Duration

One year full time or two–three years part time.

Course Structure

The Certificate IV includes 520 hours of core competencies along with an additional 280 hours of electives and options. Total nominal hours for the course are 800, although there may some reduction of these hours where competencies overlap and are delivered concurrently, resulting in between 700 and 800 hours class time.

Semester 1

Office Applications (100 Hours)

ICAITU006C	Operate Computing Packages
ICAITU126B	Use Advanced Features of Computer Applications

Computer Hardware (100 Hours)

ICAITS014C	Connect Hardware Peripherals
ICAITS021C	Connect Internal Hardware Components

Fundamentals (80 Hours)

ICAITS025B	Run Standard Diagnostic Tests
ICAITU004C	Apply Occupational Health and Safety Procedures

Professional Communications 1 (40 Hours)

ICAITD003B	Receive and Process Oral & Written Communication
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Web Design (80 Hours)

ICAITB135A	Create a simple mark-up language document to specification
ICAITU207A	Apply a web authoring tool to convert client data
ICAITB171A	Develop Cascading Style Sheets (CSS)
ICAITB169B	Use development software and IT tools to build a basic web site to specification

Programming 1 (60 Hours)

ICAITB166A	Create utility programs
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Programming 2 (60 Hours)

ICAITB181A	Write and Document program modules
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Semester 2

Programming 3 (60 Hours)

ICAITB182A	Write and compile code based on requirements
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Dynamic Web Content (45 hours)

ICAITB161A	Build a document using extensible markup language (XML)
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ICAIT184A Ensure site usability

Multimedia Animation (85 hours)

ICPMM13CA	Author a multimedia sequence
ICAITB137A	Produce basic client side script for dynamic web pages

ICPMM11bA Identify Components of Multimedia

Operate OS (40 hours)

ICAITS020C	Install and Optimise System Software (40 Hours)
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ICAITU005C Operate Computer Hardware

Professional Communications (40 hours)

ICAITW011B	Participate in a team and individually to achieve organisation goals
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ICAITW026B Coordinate and Maintain Teams

Network Fundamentals Administration (110 hours)

ICAITS030B	Install Software to Networked Computers
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ICAITS032B Provide network systems Administration

ICAITS120B	Administer and Configure a Network Operating System
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Some unit of study descriptors are listed under the Unit of Study

Details section of this Handbook.

Certificate IV in Information Technology (Network Management)

Course Code: ICA40399

Campus

Industry Workplace.

Career Opportunities

Network Administrator.

Scope of Delivery

This course is offered as an Industry based Traineeship only.

Course Objective

The course aims to develop the knowledge and skills of students wishing to make a career in the Information Technology Industry in the areas of Network Management.

Entry Requirements

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. There are no specific entry requirements for admission to the course. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

ICAITW001B	Work effectively in an information technology environment
ICAITW002B	Communicate in the workplace
ICAITU004B	Apply Occupation Health and Safety Procedures
ICAITU005B	Operate computer hardware
ICAITU006B	Operate computing packages
ICAITU007B	Maintain equipment and consumables
ICAITU012B	Design organisational documents using computing packages
ICAITU013B	Integrate commercial computing packages
ICAITS014B	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017B	Maintain system integrity
ICAITS025B	Run standard diagnostic tests
ICAITS031B	Provide advice to clients
ICAITS121A	Administer network peripherals
ICAITS032B	Provide network systems administration
ICAITD128A	Create user and technical documentation
ICAITS120A	Administer and configure a network operating system
ICAITI101A	Install and manage network protocols
ICAITS024B	Provide basic system administration

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

Course Duration

The course may be offered as an industry based traineeship over 620–750 nominal hours.

Course Structure

Core Units of Study (560 nominal hours)

ICAITI097B	Install & configure a network	40
ICAITS116B	Undertake capacity planning	50
ICAITS020B	Install & optimise system software	20
ICAITS124B	Monitor & administer network security	20
ICAITS107B	Rectify system faults on a live system	30
ICAITS112B	Optimise system performance	30
ICAITPM129A	Apply skills in project integration	20
ICAITS030B	Install software to networked computers	40
ICAITS029B	Install network hardware to a network	40
ICAITU126A	Use advanced features of computer applications	40
ICAITS034B	Determine & action network problem	30
ICAITU127B	Operate system software	50
ICAITI100B	Build an internet infrastructure	50
ICAITS106B	Action & complete change requests	60
ICAITW027B	Relate to clients on a business level	40

Two from the following:

Elective Units of Study (60–190 nominal hours)

ICAITS110B	Implement system software changes	30
ICAITS114B	Implement maintenance procedures	10
ICAITS108B	Complete database backup and recovery	30
ICAITS113B	Identify & resolve common database performance problems	30
BSX154L403	Apply skills in time management	10
BSX154L405	Apply skills in quality management	30
ICAITU019C	Migrate to new technology	20
ICPMM65dA	Create web pages with multimedia	50
ICAITS125B	Monitor and administer a database	30
ICAITW026B	Co-ordinate and maintain work teams	20
ICAITS035C	Assist with analysis of emerging technology	40
ICAITS115B	Maintain equipment and software in working order	40
ICAITS109B	Evaluate system status	20
ICAITS021B	Connect internal hardware components	20
ICAITU028C	Customise packaged software applications for clients	60

Two elective units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package.

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

Certificate IV in Information Technology (Client Support)

Course Code: ICA40199

Campus

Industry Workplace.

Career Opportunities

A support role is a 'Client Services' area of an organisation.

Scope of Delivery

This course is offered as an Industry based Traineeship only.

Course Objective

The course is appropriate for a person working in a support role in an organisation.

Entry Requirements

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee. Suggested entry level competencies are:

ICAITW001C	Work effectively in an information technology environment
ICAITW002C	Communicate in the workplace
ICAITU004C	Apply Occupation Health and Safety Procedures
ICAITU005C	Operate computer hardware
ICAITU006C	Operate computing packages
ICAITU007C	Maintain equipment and consumables
ICAITU013C	Integrate commercial computing packages
ICAITS014C	Connect hardware peripherals
ICAITS015C	Install software applications
ICAITS017C	Maintain system integrity
ICAITU021C	Design organisational documents using commercial computing packages

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Course Duration

An industry based traineeship of 470–570 nominal hours.

Course Structure

Core Units of Study

Units of Study Code		Hours
BSX154L403	Apply skills in time management	10
ICAITPM129A	Apply skills in project integration	20
ICAITS023B	Provide one to one instruction	10
ICAITS024C	Provide basic system administration	20
ICAITS025B	Run standard diagnostic tests	20
ICAITS030B	Install Software to networked computers	40
ICAITS031B	Provide advice to clients	40
ICAITS032B	Provide network systems administration	20
ICAITS034B	Determine and action network problem	30
ICAITU018C	Develop macros and templates for clients using standard products	60
ICAITU019C	Migrate to new technology	20
ICAITU028C	Customise packaged software applications for clients	60
ICAITTW027B	Relate to clients on a business level	40
		390

Two from the following:

Elective Units of Study (60–190 nominal hours)

ICAITS020B	Install and optimise system software	20
ICAITS021B	Connect internal hardware components	20
ICAITS022B	Determine client computing problems & action	40
ICAITS029B	Install network hardware to a network	40
ICAITS033B	Assist with policy development for client support procedures	20
ICAITS035C	Assist with the analysis of emerging technology	40
ICAITS107B	Rectify system faults on a live system	30
ICAITS108B	Complete database backup and recovery	30
ICAITS109B	Evaluate system status	20
ICAITS113B	Identify and resolve common database performance problems	30
ICAITS120A	Administer and configure a network operating system	50
ICAITS121A	Administer network peripherals	20
ICAITS124B	Monitor and administer network security	20
ICAITTW026B	Co-ordinate and maintain work teams	20
ICAITU127B	Support system software	50

Two elective units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package.

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

Certificate IV in Information Technology (Technical Support)

Course Code: ICA40599

Campus

Industry Workplace.

Career Opportunities

A person competent in these competencies could work in a range of technical support roles.

Scope of Delivery

This course is offered as to Industry only.

Course Objectives

The course provides skills for support roles within organisations. A person competent in these competencies could work in a range of technical support roles.

Entry Requirements

Students are to be enrolled under the New Apprenticeship Scheme as a trainee. Applicants must be employed or about to be employed as an industry based trainee.

Suggested entry level competencies are:

ICAITTW001B	Work effectively in an Information Technology environment;
ICAITTW002B	Communicate in the workplace
ICAITU004C	Apply Occupational Health and Safety procedures
ICAITU005C	Operate computer hardware
ICAITU006C	Operate computing packages
ICAITU007B	Maintain equipment & consumables
ICAITU012C	Design organisational documents using commercial computing packages
ICAITU013C	Integrate commercial computing packages
ICAITS014C	Connect hardware peripherals
ICAITS015B	Install software applications
ICAITS017C	Maintain system integrity
ICAITS025B	Run standard diagnostic tests
ICAITD128A	Create user & technical documentation

Course Duration.

The course is only offered as an Industry based traineeship of 560– 690 nominal hours.

Course Structure

Core (480 nominal hours)

Units of Study Code		Hours
ICAITPM129A	Apply skills in project integration	20
BSX154L403	Apply skills in time management	10
BSX154L405	Apply skills in quality management	30
ICAITS107B	Rectify system faults on a live system	30
ICAITS021C	Connect internal hardware components	20
ICAITS031B	Provide advice to clients	40
ICAITS115B	Maintain equipment & software in working order	40
ICAITU127B	Support system software	50
ICAITS112B	Optimise system performance	30
ICAITTW027B	Relate to clients on a business level	40
ICAITS109B	Evaluate system status	20
ICAITU019C	Migrate to new technology	20
ICAITS023B	Provide one to one instruction	10
ICAITS022B	Determine client computing problems & action	40
ICAITS030B	Install software to networked computers	40
ICAITS032B	Provide network systems administration	20
ICAITS124B	Monitor and administer network security	20
ICAITS029B	Install network hardware to a network	40
ICAITTW026B	Co-ordinate and maintain work teams	20
ICAITS120B	Administer & configure a network operating system	50
ICAITI101B	Install and manage network protocols	40
ICAITS033B	Assist with policy development for client support procedures	20
ICAITS035C	Assist with analysis of emerging technology	40
ICAITS034B	Determine and action network problem	30
ICAITI100B	Build an Internet infrastructure	50
ICPMM65dA	Create web pages with multimedia	50
ICAITS106B	Action and complete change requests	60
ICAITS024C	Provide basic system administration	20
ICAITS116B	Undertake capacity planning	50
ICAITS121A	Administer network peripherals	20
ICAITI099B	Build an intranet	40
ICAITS020C	Install and optimise system software	20
ICAITS108B	Complete database back-up and recovery	30
ICAITS113B	Identify and resolve common database performance problems	30

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

Diploma of Information Technology (Software Development)

Course Code: ICA50299

Campus

Footscray Nicholson, St Albans, Sunshine, Werribee.

Career Opportunities

Analyst, web development, software support.

Scope of Delivery

Full-time, part-time

Course Objectives

The course provides skills in programming and software development. A person competent in these competencies could work in the areas of programming/analysis, web development and software support. There several recommended entry competencies identified in the competency groupings, which would assist a person to complete this course.

Entry Requirements

Successful completion of the Certificate IV in Information Technology 21488VIC or demonstrated competency in the following units of competency

ICAITS025B	Run standard diagnostic tests
ICAITD128A	Create user and technical documentation
ICAITS031B	Provide advice to clients
ICAITPM129A	Apply skills in project integration
BSX154L403	Apply skills in time management
BSX154L404	Apply skills in cost management
BSX154L405	Apply skills in quality management
ICAITAD058A	Apply skills in object oriented design
ICAITB075A	Use a library or pre-existing components
ICAITTW027B	Relate to clients on a business level
ICAITB064B	Prepare software development review
ICAITB070B	Create code for applications
ICAITB076A	Implement configuration management

Selection Procedures/Selection Criteria

Selection will be based on academic progress in 21103VIC.

Course Duration

The Diploma of Information Technology (Software Development)(ICA50299) consists of 796 nominal hours of study, which will be completed in one year full time study or two years part time evening study (evening classes will be offered subject to numbers).

Course Structure

Semester One

Project Management (56 Hours)

BSX154L501	Guide Application of Project Integrative Processes
BSX154L602	Manage Project Scope

Database Technology (72 Hours)

ICAITB060B	Identify Physical Database Requirements
ICAITB136A	Use SQL to Create Database Structures and manipulate data

System Modelling & Design (76 Hours)

ICAITAD043B	Develop and Present a Feasibility Report
ICAITAD056B	Prepare Disaster Recovery/Contingency Plans
ICAITB059B	Develop Detailed Technical Design

Advanced VB (68 Hours)

ICAITB069B.1	Develop Software
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00 Java Programming A (70 Hours)

ICAITB069B.2	Develop Software
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ICAITT080B	Perform Specific Unit Test for 00 Class
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Database Server Scripting (54 Hours)

ICAITB069B.3	Develop Software
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Semester Two

Advanced VB Programming B (60 Hours)

ICAITS117B	Maintain Custom Software
ICAITAD048C	Develop Configuration Management
ICAITB069B.4	Develop Software

00 Java Programming B (60 Hours)

ICAITT079B	Perform Integration Test
ICAITB069B.5	Develop Software

ICAITT077C	Develop Detailed Test Plan
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Database Project (126 Hours)

BSX154L604	Manage Cost
BSX154L605	Manage Quality
ICAITAD050A	Develop Detailed Component Specification from Project Specification

ICAITAD042B	Confirm Client Business Needs
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ICAITT082B	Manage the Testing Process
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ICAITB069B	Develop Software
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Advanced Internet Technologies (90 Hours)

ICAITT083B	Develop and Conduct Client Acceptance Test
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Networking for the Internet (60 Hours)

ICAITI099B	Build an intranet
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ICAITI090B	Conduct pre-installation audit for software installation
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ICAITT084B	Perform stress and loading test of integrated platform
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Some module descriptors are listed under the Unit of Study Details section of this Handbook.

Diploma of Information Technology

[Specialising in Multimedia]

Course Code: 21489VIC

Campus

Footscray Nicholson, St Albans, Sunshine, Werribee.

Career Opportunities

Multimedia programmer, animation (2D and 3D), digital imaging and web page development.

Scope of Delivery

One year full time study.

Course Objectives

The course has a specific emphasis on the skills needed to design and develop multimedia applications; Multimedia Programming, Authoring, Animation, Digital Imaging and client liaison. This course will be offered at the St Albans campus to full time students.

Entry Requirements

The successful completion of 21488VIC Certificate IV in Information Technology.

Selection Procedures/Selection Criteria

Selection will be based on academic progress in 21488VIC.

Course Duration

The second Diploma year of the course will be offered on a full time basis over 805 Nominal hours.

Course Structure

Multimedia Production (80 hours)

ICPMM46CA	Incorporate Video into Multimedia Presentation
ICPMM47DA	Incorporate 3D Modelling into Multimedia Presentation

MM Design 1 (110 hours)

ICPPP11DA	Undertake Complex Detailed Design Brief
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ICAITAD043B	Develop and Present a Feasibility Report
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ICAITAD046B	Model Preferred System Solutions
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MM Design 1 (60 hours)

ICPMM67DA	Plan Interface Design
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ICAPMM43CA	Incorporate Digital Photography in Multimedia Presentation
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Multimedia Authoring 1 (80 Hours)

ICPMM13CA	Author a Multimedia Sequence
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ICPMM15DA	Develop a Multimedia Script
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Multimedia Authoring 2 (90 hours)

ICPMM45CA	Incorporate Animation into Multimedia Presentation
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ICPMM61DA	Prepare Multimedia for Different Platforms
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Client Support (60 hours)

- ICAITS031B Provide Advice to Clients
- ICAITAD056B Prepare Disaster Recovery/Contingency Plans

Client Liaison (60 hours)

- ICAITS022B Determine Client Computing Problems and Actions
- ICAITS102B Establish and Maintain Client User Liaison

Database Technology (90 hours)

- ICAITAD139A Design a Database
- ICAITB060B Identify Physical Database Requirements

Database Integration (55 hours)

- ICAITB170A Build a Database
- ICAITB180A Integrate a Database with a Web Site

Communication and Quality (80 hours)

- BSX154L607 Manage Communications
- BSX154L605 Manage Quality

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

Diploma of Information Technology (Website Development)/Diploma of Information Technology (Internetworking)

(Dual Diploma)

Course Code: ICA50601 Website Development

Course Code: ICA50701 Internetworking

Campus

Footscray Nicholson, St Albans, Sunshine, Werribee.

Career Opportunities

eCommerce, website development, website security, web-page development content management and network administration.

Scope of Delivery

One year full time study.

Course Objective

The course has a specific emphasis on the skills needed to design and develop web-based applications and platforms, including securing websites and payment gateways for eCommerce applications. This course will be offered at the Sunshine campus to full time students.

Entry Requirements

The successful completion of 21488VIC Certificate IV in Information Technology.

Selection Procedures/Selection Criteria

Selection will be based on academic progress in 21488VIC.

Course Duration

The two Diplomas together offered full time over 740 nominal hours.

Course Structure

Database Programming & Integration (55 hours) ICA50601

- ICAITB170A Build a Database
- ICAITB180A Integrate a Database with a Website

Data Modelling (100 hours) ICA50601

- ICAITAD139A Design a Database
- ICAITAD151A Gather Data to Identify Business Requirements
- ICAITAD158A Translate Business Needs into Technical Requirements

Internet Hardware 1(100 hours) ICA50701

- ICAITAD144A Determine Best Fit Topology for a Local Network
- ICAITAD145A Determine Best Fit Topology for WAN Network
- ICAITB173A Install Intelligent Hub
- ICAITB174A Install Network Bridges/Switches
- ICAITB176A Install and Configure a Router
- ICAITS192A Configure an Internet Gateway

Content Management (70 hours) ICA50601

- ICAITAD146A Develop Web Site Information Architecture
- ICAITAD152A Implement Risk Management Processes
- ICAITB212A Implement Quality Assurance Process for Websites

Document Production & Management (40 hours) ICA50701

- ICAITD209A Writing for the World Wide Web
- ICAITTW214A Maintain Ethical Conduct*

Internet Hardware 2 (90 hours) ICA50701

- ICAITI097B Install and Configure a Network
- ICAITI101B Install and Manage Network Protocols
- ICAITAD045B Produce Network/Communication Design
- ICAITS121A Administer Network Peripherals

Internet Programming (70 hours) ICA50601

- ICAITB165A Create Dynamic Pages
- ICAIT084B Perform Stress and Loading Test of Integrated Platform
- ICAITU084B Use Site Server Tools for E-Business

Server Security 1 (80 hours) ICA50701

- ICAITS124B Monitor and Administer Network Security
- ICAITB159A Build a Security Shield for a Network
- ICAITS197A Install and Maintain Valid Authentication Processes*

Server Security 2 (65 hours) ICA50601

- ICAITS196A Implement Secure Encryption Technologies**
- ICAITS202A Ensure Privacy for Users
- ICAITS195A Ensure Dynamic Website Security

Web Project (120 hours) ICA50601

- ICAITB168A Compile and Run an Application
- ICAITAD142A Design a Website to Meet Technical Requirements
- ICAITT083B Develop and Conduct Client Acceptance Test

Network Project (90 hours) ICA50601/ICA50701

- ICAITB162A Configure a Payment Gateway
- ICAITI188A Install and Maintain a Server
- ICAITI099B Build an Intranet

*also required for ICA50601

**also required for ICA50701

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

Department of Science and Biotechnology

The Department of Science and Biotechnology–TAFE conducts a wide range of courses that provide vocational education for a wide variety of occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates I to IV and Diploma courses offered by the Department are set out below.

21238VIC	Certificate III in Science
21239VIC	Certificate IV in Science
RUV20104	Certificate II in Animal Studies
RUV30104	Certificate III in Animal Technology
RUV30204	Certificate III in Captive Animal s
RUV30304	Certificate III in Companion Animal Services
RUV40404	Certificate IV in Veterinary Nursing
RUV50104	Diploma of Animal Technology
RTD10102	Certificate I in Conservation and Land Management
RTD20102	Certificate II in Conservation and Land Management
RTD30102	Certificate III in Conservation and Land Management
RTD40102	Certificate IV in Conservation and Land Management
RTD50102	Diploma of Conservation and Land Management
RTD60102	Advanced Diploma of Conservation and Land Management
PML50199	Diploma of Laboratory Technology (Pathology Testing)
PML50199	Diploma of Laboratory Technology (Biological and Environmental Testing)
QLD1893	Certificate III in Occupational Health & Safety
QLD1892	Certificate IV in Occupational Health & Safety
QLD1891	Diploma of Occupational Health & Safety
MTM40300	Certificate IV in Meat Processing (Quality Assurance)
MTM50100	Diploma of Meat Processing
MTM60100	Advanced Diploma of Meat Processing
FDF10103	Certificate I in Food Processing
FDF20103	Certificate II in Food Processing
FDF30103	Certificate III in Food Processing
FDF40103	Certificate IV in Food Processing
FDF50103	Diploma of Food Processing
FDF30198	Certificate III in Food Processing
11893VIC	Certificate IV in Food Technology
2506AKC	Diploma of Food Technology
HLT31402	Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance)
21010VIC	Courses in Lubrication
BSZ40198	Certificate IV in Assessment and Workplace Training

In addition to these courses, the Department of Science and Biotechnology–TAFE offers a range of short courses and training programs to meet the specific training needs of industry for example–Pharmaceutical Manufacturing, Food Processing, Meat Processing, Stockfeed Milling and many more.

Gail Sanders

Acting Head Department of Science and Food Technology–TAFE

Certificate III in Science

Course Code: 21238VIC

Campus

Footscray Nicholson.

Career Opportunities

This course aims to develop knowledge and skills of students wishing to enter a TAFE course or undertake VCE.

Scope of Delivery

This course is offered on full time basis.

Course Objectives

This course provides general science training for people wishing to undertake further study in the science or health related fields at Certificate IV or Diploma level.

Entry Requirements

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

Selection Procedures

Lodgement of a timely application form, direct to the University. Applicants will be contacted to attend an interview and complete a numeracy/literacy assessment.

Course Duration

The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent.

Course Structure

Core Units of Study (totalling 220 nominal hours)

Unit of Study/Code		Hours
VBD740	Mathematics 1	50
VBD745	Study Skills	20
VBD746	Reading and Writing for Science	50
VBM049	Introduction to Science	20
VBM050	Occupational Health and Safety	20
VBM060	Introductory Mathematics	60

Stream Units (totalling a minimum of 80 nominal hours)

Students must complete a minimum of 80 hours of modules from each science stream:

Chemistry

Unit of Study/Code		Hours
VBD725	Atomic Structure	50
VBM051	Stoichiometry and Solution Chemistry	45

Biology

Unit of Study/Code		Hours
VBD734	Cell Biology	40
VBM057	Human Anatomy and Physiology	40
VBM058	Introduction to genetics	40
VBM059	Ecology	40

Elective Units of Study

Students must complete a minimum of 20 nominal hours of elective modules from:

Unit of Study/Code		Hours
VBM064	Introduction to Scientific Computing	25

or

- the list of relevant modules listed in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).
- any other Training Package or accredited curriculum endorsed by the Australian National Training Authority.

Units are to be selected by the student with the approval of the Head of Department.

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

Certificate IV in Science

Course Code: 21239VIC

Campus

Footscray Nicholson.

Career Opportunities

This course aims to develop knowledge and skills of students wishing to undertake further study in a scientific field.

Scope of Delivery

This course is offered on a full time basis.

Course Objective

This course provides general science training for people wishing to undertake further study in the science or health related fields at Diploma or Degree level.

Entry Requirements

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

Selection Procedures

Non-exit VCE: Lodgement of a timely application form, direct to the University. Applicants may be contacted to attend an interview and complete a numeracy/literacy assessment. Exit VCE: Through VTAC.

Course Duration

The course may be offered on a full-time basis over 700 nominal hours or part-time equivalent.

Course Structure

Core Units of Study (totalling 335 nominal hours)

Unit of Study Code	Hours
NCS015 Presenting Reports	20
VBB223 Introduction to Internet	20
VBD740 Mathematics 1	50
VBD741 Mathematics 2	50
VBD745 Study Skills	20
VBD746 Reading and Writing for Science	50
VBM049 Introduction to Science	20
VBM050 Occupational Health and Safety	20
VBM060 Introductory Mathematics	60
VBM064 Introduction to Scientific Computing	25

Stream Units (totalling a minimum of 320 nominal hours)

Students must complete a minimum of 160 hours of units from each science stream:

Chemistry

Unit of Study Code	Hours
VBD725 Atomic Structure	50
VBD727 Organic Chem & Properties of Materials	20
VBM051 Stoichiometry & Solution Chemistry	45
VBM052 Ionic Theory	45

Biology

Unit of Study Code	Hours
VBD734 Cell Biology	40
VBM057 Human Anatomy & Physiology	40
VBM058 Introduction to Genetics	40
VBM059 Ecology	40

Elective Units of Study

Students must complete a minimum of 45 nominal hours of elective units from:

Unit of Study Code	Hours
AAA631 Scientific Spreadsheet Applications	25
NCS003 Job Seeking Skills	20

or

- the list of relevant modules listed in the Certificate III in Science (21238VIC) and Certificate IV in Science (21239VIC) accreditation document (published 2002).
- any other Training Package or accredited curriculum endorsed by the Australian National Training Authority.

Units are to be selected by the student with the approval of the Head of Department.

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

Certificate II in Animal Studies

Course Code: RUV20104

Campus

Werribee.

Career Opportunities

To be advised.

Scope of Delivery

Part-time, on campus.

Course Objectives

This course aims to provide general prevocational training for people who want to undertake work in the animal care industry.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

This course may be offered on a part-time basis over 310 nominal hours.

Course Structure

Core Units of Study

Unit of Study Code	Hours
RUV2101A Work in the animal care industry	20
RUV2102A Follow OHS procedures in an animal care environment	40
RUV2103A Assist 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 Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 1, 2 or 3.

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

Certificate III in Animal Technology

Course Code: RUV30104

Campus

Werribee.

Career Opportunities

To be advised.

Scope of Delivery

Part-time, on campus.

Course Objectives

This course aims to provide training for people operating at a junior or assistant level in the animal technology industry.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

This course may be offered on a part-time basis over 600 nominal hours.

Course Structure**Core**

Unit of Study Code	Hours
PMLDATA300A	70
Process and record data	
PMLTEST305A	40
Perform aseptic techniques	
RUV2104A	30
Provide food and water for animals	
RUV2105A	20
Participate in workplace communications	
RUV3301A	40
Carry out institution containment and exclusion procedures	
RUV3302A	40
Conduct euthanasia of research animals	
RUV3303A	50
Monitor and maintain animals health and wellbeing	
RUV3304A	40
Provide behavioural enrichment for research animals	
RUV3305A	30
Carry out simple breeding procedures	
RUV3306A	50
Work within an animal technology institution	
RUV3307A	40
Prepare for and monitor anaesthesia in animals	

Electives

A minimum of three units, selected by the student, with the approval of the head of department from:

Unit of Study Code	Hours
PMLMAIN300A	30
Maintain the laboratory fit for purpose	
PMLTEST300A	60
Perform basic tests	
PMLTEST301A	80
Perform biological laboratory procedures	
PMLTEST303A	50
Prepare working solutions	
RTC3310A	60
Operate specialised machinery and equipment	
RUV2603A	40
Assist with surgery preparations	

or

Any other units of competency relevant to the Animal Care and management sector from:

- RUV04 Animal Care and management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

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

Certificate III in Captive Animals

Course Code: RUV30204

Campus

Werribee.

Career Opportunities

To be advised.

Scope of Delivery

Part-time, on campus.

Course Objectives

This course aims to provide training for people operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife or theme park environment.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

This course may be offered on a part-time basis over 600 nominal hours.

Course Structure**Core**

Unit of Study Code	Hours
RUV3101A	50
Carry out workplace OHS procedures	
RUV3402A	60
Work within a captive animal institution	
RUV3403A	30
Prepare and present information to the public	
RUV3404A	50
Assist with collection management	
RUV3406A	50
Prepare and maintain animal housing	
RUV3408A	50
Prepare animal diets and monitor feeding	
RUV3409A	60
Monitor and maintain animal health	
RUV3410A	60
Capture, restrain and assist in moving animals	
RUV3412A	30
Monitor animal reproduction	
RUV3414A	30
Identify behavioural needs and implement improved husbandry	

Electives

A minimum of two units, selected by the student, with the approval of the head of department from:

Unit of Study Code	Hours
RUV3401A	50
Rehabilitate and release native wildlife	
RUV3405A	20
Develop an institutional husbandry manual	
RUV3407A	50
Maintain exhibits and assist with their design	
RUV3411A	30
Care for young animals	
RUV3413A	40
Condition animals	
RTD3125A	70
Respond to wildlife emergencies	

or

Any other units of competency relevant to the Animal Care and management sector from:

- RUV04 Animal Care and management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

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

Certificate III in Companion Animal Services

Course Code: RUV30304

Campus

Werribee.

Career Opportunities

Animal carer, pet shop assistant.

Scope of Delivery

Part-time.

Course Objectives

This course aims to provide training for people working as an assistant within a companion animal organisation.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

This course may be offered on a part-time basis over 550 nominal hours.

Course Structure

Core		
Unit of Study Code		Hours
RUV2101A	Work in the animal care industry	20
RUV2102A	Follow OHS procedures in an animal care environment	40
RUV2103A	Assist with general animal care	80
RUV2104A	Provide food and water for animals	30
RUV2105A	Participate in workplace communications	20
RUV2107A	Provide basic first aid for animals	30
RUV3101A	Carry out workplace OHS procedures	50
RUV3503A	Work effectively in the companion animal industry	40
RUV3504A	Monitor and maintain health of companion animals	60

Electives

A minimum of four units, selected by the student, with the approval of the head of department from:

Unit of Study Code		Hours
RUV3501A	Provide advice on companion animal selection and general care	50
RUV3502A	Provide advice on selection and care of aquatic animals	30
RUV3505A	Provide enrichment for companion animals	30
RUV3506A	Capture, handle and transport companion animals	30
RUV3507A	Carry out companion animal breeding procedures	50
RUV3508A	Prepare companion animal diets and monitor	40
RUV3509A	Maintain aquascapes and aquatic animals	30

and

a minimum of three units, selected by the student with the approval of the Head of Department, relevant to the Companion Animal sector from:

- RUV04 Animal Care and Management Training Package; and/or
- Any other Training Package endorsed by Australian National Training Authority aligned to Australian Qualification Framework level 2, 3 or 4.

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

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

Selection Procedures/Selection Criteria

Applicants must be working in a veterinary clinic.

Course Duration

This course is offered on a part-time basis over 1050 nominal hours

Course Structure

Core		
Unit of Study Code		Hours
RUV2101A	Work in the animal care industry	20
RUV2102A	Follow OHS procedures in an animal care environment	40
RUV2103A	Assist with general animal care	80
RUV2104A	Provide food and water for animals	30
RUV2105A	Participate in workplace communications	20
RUV2601A	Carry out veterinary reception duties	30
RUV2602A	Carry out daily clinic routines	40
RUV2603A	Assist with surgery preparations	40
RUV4601A	Coordinate patient admission and discharge	40
RUV4602A	Apply radiograph routines	70
RUV4603A	Perform clinic pathology procedures	70
RUV4604A	Perform clinic office procedures	30
RUV4605A	Carry out surgical nursing routines	80
RUV4606A	Nurse animals	80
RUV4607A	Carry out medical nursing routines	30
RUV4608A	Coordinate and perform theatre routines	40
RUV4609A	Provide specific animal care advice	120
RUV4610A	Carry out veterinary dental nursing procedures	40

Electives

A minimum of three units, selected by the student, with the approval of the head of department from:

Unit of Study Code		Hours
RUV4611A	Prepare, deliver and review animal care education programs	50
RUV4612A	Coordinate clinic promotional activities	50
RUV4613A	Develop and implement specific clinic policies	50

or

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.

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

Certificate IV in Veterinary Nursing

Course Code: RUV40404

Campus

Werribee.

Career Opportunities

Veterinary nurse

Scope of Delivery

Continuing students only.

Course Objective

This course aims to provide training to the level required for people operating as veterinary nurses within veterinary clinics.

Entry Requirements

To qualify for admission applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also be working paid or unpaid in a vet clinic 1 day per week.

Diploma of Animal Technology

Course Code: RUV50104

Campus

Werribee.

Career Opportunities

To be advised.

Scope of Delivery

Full-time or part-time.

Course Objective

This course aims to provide training required for people operating at a senior or managerial level and undertaking animal technology functions within a scientific environment

Entry Requirements

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

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

This course is offered on a part-time basis over 1115 nominal hours

Course Structure*Core*

Unit of Study Code	Hours
BSBSBM407A Manage a small team	40
PMLDATA300A Process and record data	70
PMLTEST305A Perform aseptic techniques	40
RUV2104A Provide food and water for animals	30
RUV2105A Participate in workplace communications	20
RUV3301A Carry out institution containment and exclusion procedures	40
RUV3302A Conduct euthanasia of research animals	40
RUV3303A Monitor and maintain animal health and wellbeing	50
RUV3304A Provide behavioural enrichment for research animals	40
RUV3305A Carry out simple breeding procedures	30
RUV3306A Work within an animal technology institution	50
RUV3307A Prepare for and monitor anaesthesia in animals	40
RUV5301A Carry out breeding procedures	40
RUV5302A Carry out post mortem examination of a research animal	80
RUV5303A Manage nutrition of research animals	40
RUV5304A Manage compliance in animal technology	20
RUV5305A Monitor and maintain the health of research animals	80
RUV5306A Plan an animal technology facility	60
RUV5307A Manage laboratory procedures	100
RUV5308A Administer anaesthesia and perform surgery on animals for scientific purposes	60

Electives

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.

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

Certificate I in Conservation and Land Management

Course Code: RTD10102

Campus

Werribee.

Career Opportunities

Assistant park ranger, reforestation crew member.

Scope of Delivery

Part-time, on campus.

Course Objectives

The course aims to provide training to the level of crew member in the area of natural resources.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Direct application and interview.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure*(a) Compulsory units**Unit Code*

RTC1801A Prepare for work

(b) Five units comprising:

- Four units selected from Group B; and
- One unit selected from:

- Group B; or
- any other relevant units of competency at AQF level 1 or 2 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
- the relevant units of competency at AQF level 1 or 2 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Certificate II in Conservation and Land Management

Course Code: RTD20102

Campus

Werribee.

Career Opportunities

Bush regeneration crew member, a seed collector or a ranger.

Scope of Delivery

Part-time, on campus.

Course Objectives

The course aims to provide training to the level of crew member.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Direct application and interview.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure*(b) Compulsory units**Unit Code*

RTC2701A Follow OHS procedures

RTC2702A Observe environmental work practices

RTC2704A Provide basic first aid

RTC2705A Work effectively in the industry
 RTC2801A Participate in workplace communications
 (b) *Ten units comprising:*

- (i) Eight units selected from Group B; and
- (ii) Two units selected from:
 - Group B; or
 - any other relevant units of competency at AQF level 1, 2 or 3 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
 - the relevant units of competency at AQF level 1, 2 or 3 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Certificate III in Conservation and Land Management

Course Code: RTD30102

Campus

Werribee.

Career Opportunities

Pest animal control officer, park ranger.

Scope of Delivery

Part-time, on campus.

Course Objectives

The course aims to provide training to the level of crew member or team leader.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Direct application and interview.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

(a) *Compulsory units*

Unit Code

RTC2701A Follow OHS procedures
 RTC2702A Observe environmental work practices
 RTC2705A Work effectively in the industry
 RTC2801A Participate in workplace communications
 RTC3701A Respond to emergencies

(b) *Ten units comprising:*

- (i) Eight units selected from Group B; and
- (ii) Two units selected from:
 - Group B; or
 - any other relevant units of competency at AQF level 2, 3 or 4 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002, or
 - the relevant units of competency at AQF level 2, 3, or 4 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Certificate IV in Conservation and Land Management

Course Code: RTD40102

Campus

Werribee.

Career Opportunities

Pest management officer, park ranger or cultural officer.

Scope of Delivery

Full-time or part-time, on campus.

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, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Selection Procedures/Selection Criteria

Direct entry and interview or VTAC application.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course comprises twelve units:

- Four units selected from the Group A; and
- Six units selected from Group A or Group B; and
- Two units selected from:
 - (i) Group A; or
 - (ii) Group B; or
 - (iii) any other relevant units of competency at AQF level 3, 4, or 5 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
 - (iv) the relevant units of competency at AQF level 3, 4, or 5 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.]

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

Diploma of Conservation and Land Management

Course Code: RTD50102

Campus

Werribee.

Career Opportunities

Forest officer, public land pest manager, bushcare coordinator.

Scope of Delivery

Full-time or part-time, on campus.

Course Objectives

The course aims to provide training to the level of park manager.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Direct entry and interview or VTAC application.

Course Duration

The course may be offered on a full-time or part-time equivalent.

Course Structure

The structure of the course comprises ten units:

- (a) Four units selected from the Group A; and
- (b) Four units selected from Group A or Group B; and
- (c) Two units selected from:
 - (i) Group A; or
 - (ii) Group B; or
 - (iii) any other relevant units of competency at AQF level 4, 5, or 6 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
 - (iv) the relevant units of competency at AQF level 4, 5, or 6 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

Advanced Diploma of Conservation and Land Management

Course Code: RTD60102

Campus

Werribee.

Career Opportunities

Ranger in charge of a national park, park manager.

Scope of Delivery

Full-time or part-time, on campus.

Course Objectives

The course aims to provide training to the level of ranger in charge.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Successful completion of Diploma of Conservation and Land Management.

Course Duration

The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course comprises eight units:

- (a) Two units selected from the Group A; and
- (b) Four units selected from Group A or Group B; and
- (c) Two units selected from:
 - (i) Group A; or
 - (ii) Group B; or
 - (iii) any other relevant units of competency at AQF level 5 and 6 within the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002; or
 - (iv) the relevant units of competency at AQF level 5 and 6 within any other nationally endorsed Training Package.

All units are selected by the student with the approval of the Head of Department. All Group A and Group B units are listed in the Conservation and Land Management Training Package, RTD02 V1, Australian National Training Authority, 2002.

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

Diploma of Laboratory Technology (Pathology Testing)

Course Code: PML50199

Campus

Footscray Nicholson

Career Opportunities

Medical Laboratory Technician

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a pathology testing science laboratory setting.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to the relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

Scope of Delivery

Full-time, on campus.

Selection Procedures/Selection Criteria

Direct entry by application and interview or VTAC application.

Course Duration

This course is offered on a full-time basis over 2.5 years or part-time equivalent.

Course Structure

<i>Core</i>		Hours
Units of Study Code		
PMLCOM300A	Communicate with other people	40
PMLCOM500A	Provide information to customers	30
PMLDATA300A	Process and record data	70
PMLDATA500A	Analyse data and report results	80
PMLDATA501A	Use laboratory application software	60
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL401A	Apply quality system and continuous improvement processes	80
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST400A	Perform instrumental tests/procedures	120
PMLTEST402A	Prepare, standardise and use solutions	100
PMLTEST500A	Calibrate and maintain instruments	100

Students must complete all core modules listed above, plus the following additional core modules for this diploma:

Units of Study Code		Hours
PMLTEST301A	Perform biological laboratory procedures	80
PMLTEST305A	Perform aseptic techniques	40
PMLTEST501A	Perform microbiological tests	140
PMLTEST502A	Perform haematological tests	135
PMLTEST503A	Perform histological tests	150
PMLTEST504A	Perform chemical pathology tests	130

Elective Modules

One elective selected by the student with the approval of the Head of Department.

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

Diploma of Laboratory Technology (Biological and Environmental Testing)

Course Code: PML50199

Career Opportunities

Biological Laboratory Technician

Campus

Footscray Nicholson

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a biological and environmental science laboratory setting.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to the relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

Scope of Delivery

Full-time, on campus.

Selection Procedures/Selection Criteria

Direct entry by application and interview or VTAC application.

Course Duration

This course is offered on a full-time basis over 2 years or part-time equivalent.

Course Structure

Students must complete all core modules listed above, plus the following additional core modules for this diploma:

Unit of Study Code		Hours
PMLTEST301A	Perform biological laboratory procedures	80
PMLTEST305A	Perform aseptic techniques	40
PMLTEST501A	Perform microbiological tests	140
PMLTEST506A	Apply spectrometric techniques	200
PMLTEST507A	Apply chromatographic and electrophoretic techniques	200

Elective Modules

Two electives selected by the student with the approval of the Head of Department.

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

Certificate III in Occupational Health & Safety

Course Code: QLD1893

Campus

Werribee.

Career Opportunities

Occupational Health and Safety representative.

Scope of Delivery

Part-time, on campus.

Course Objective

This course aims to provide participants with an overview to a range of skills within the area of Occupational Health and Safety.

Entry Requirements

To qualify for admission to the course, applicants generally must have had current or previous experience in an industrial setting and have an appreciation of occupational health and safety in the workplace, or be of mature age and be assessed as being capable of successfully completing the course.

Selection Procedures/Selection Criteria

Direct Application.

Course Duration

The course is offered on a one-year part-time basis. Recognition of prior learning may be granted for certain subjects.

Course Structure

Unit of Study Code		Hours
ABD500	Occupational Health and Safety Fundamentals	60
ABD501	Occupational Hygiene 1	40
ABD502	Rehabilitation and Workers Compensation 1	20
ABD503	Hazardous Substances	30
ABD504	Occupational Health and Safety Law	20
ABD505	Workplace Health-Human Body [Elective]	40
ABD506	Industrial Placement 1 [Elective]	40
NCS005	Dealing with Conflict	20
NCS007	Presenting Information	20
	Total Core Hours	210
	Total Elective Hours	140
	Total Course Hours	350

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

Certificate IV in Occupational Health & Safety

Course Code: QLD1892

Campus

Werribee.

Career Opportunities

Occupational Health and Safety officer.

Scope of Delivery

Part-time, on campus.

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career in the area of Occupational Health and Safety.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed the Certificate III in Occupational Health & Safety (QLD1893).

Selection Procedures/Selection Criteria

Successful completion of Certificate III in Occupational Health and Safety.

Course Duration

The course is offered on a part-time basis over two semesters, post Certificate III in Occupational Health and Safety(QLD1893).

Course Structure

Unit of Study Code	Hours
ABD530 Occupational Hygiene 2	40
ABD531 Engineering Controls	30
ABD532 Resolution of Occupational Health & Safety Issues	20
ABD533 Occupational Health & Safety Statistics	20
ABD534 Fire Safety Management [Elective]	40
ABD535 Ergonomics 1 [Elective]	40
NCS009 Negotiation Skills	20
NCS015 Presenting Reports	20
Total Core Hours	150
Total Elective Hours	100
Total Course Hours	250

(Above Certificate III Level)

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

Diploma of Occupational Health & Safety

Course Code: QLD1891

Campus

Werribee.

Career Opportunities

Occupational Health and Safety manager.

Scope of Delivery

Part-time, on campus.

Course Objective

This course aims to provide participants with a multi-disciplinary approach to occupational health and safety in the workplace.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed the Certificate IV in Occupational Health & Safety(QLD1892).

Selection Procedures/Selection Criteria

Successful completion of Certificate IV in Occupational Health and Safety.

Course Duration

The course is offered on a part-time basis over three semesters, post Certificate IV in Occupational Health and Safety(QLD1892).

Course Structure

Unit of Study Code	Hours
ABD560 Occupational Hygiene 3	40
ABD561 Occupational Health & Safety Management Systems	40
ABD562 Risk Management	40
ABD563 Management of Hazardous Substances	30
ABD564 Action Research Project	40
ABD565 Industrial Placement 2	100
ABD566 Rehabilitation and Workers Compensation 2[Elective]	40
ABD567 Workplace Health and Safety Programs[Elective]	40
ABD568 Ergonomics 2[Elective]	40
NBB05 Quality Concepts [Elective]	20
Total Core Hours	290
Total Elective Hours	100
Total Course Hours	390

(Above Certificate IV Level)

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

Certificate IV in Meat Processing (Quality Assurance)

Course Code: MTM40300

Campus

To be advised.

Career Opportunities

Quality assurance officer or manager in a meat processing enterprise.

Scope of Delivery

Continuing students only. Block release on campus.

Course Objective

The course aims to provide vocational training for individuals wishing to pursue a career as a quality assurance officer or manager in a meat processing enterprise.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Direct entry, company nomination.

Course Duration

This course is offered on a part time basis over 660 nominal hours.

Course Structure

Core units (280 nominal hours)

Unit of Study Code	Hours
MTMCOR401A Manage own work performance	20
MTMCOR402A Facilitate quality assurance process	30
MTMMP2B Apply hygiene and sanitation practices	40
MTMMP3B Apply quality assurance practices	40
MTMMP4B Follow safe work policies and procedures	40
MTMMP5B Communicate in the workplace	40
MTMMP6B Overview the meat industry	20
MTMMP70B Participate in occupational health & safety risk control process	20
MTMMP72B Facilitate hygiene and sanitation performance	30

Eight units (380 nominal hours) of which:

- five units must be undertaken from the quality assurance units listed at Australian Qualifications Framework Level 4; and
- three units must be undertaken from the technical units listed at Australian Qualifications Framework Level 4;
- units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in:
- MTM00 Australian Meat Industry Training Package, Australian National Training Authority, 2001;
- MTM00 Australian Meat Industry Training Package, Victorian Implementation Guide, Version 2, DEET, 2001.
- Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

Diploma of Meat Processing

Course Code: MTM50100

Campus

To be advised.

Career Opportunities

Manager or production manager in the meat processing industry.

Scope of Delivery

Block release, on campus.

Course Objective

The course aims to provide vocational training for individuals wishing to pursue a career as a manager of a small meat processing establishment or as a production manager of a medium to large meat processing establishment.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 5 or equivalent.

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

Selection Procedures/Selection Criteria

Direct entry, company nomination.

Course Duration

This course is offered on a part time basis over 600–860 nominal hours.

Course Structure*Core Units of Study*

Unit of Study Code		Hours
MTMMP2B	Apply hygiene and sanitation practices	40
MTMMP3B	Apply quality assurance practices	40
MTMMP4B	Follow safe work policies and procedures	40
MTMMP5B	Communicate in the workplace	40
MTMMP70B	Participate in OH&S risk control process	20
MTMCOR402A	Facilitate quality assurance process	30
MTMMP72B	Facilitate hygiene and sanitation performance	30
MTMCOR401A	Manage own work performance	20

Six units (together totalling at least 340 nominal hours) of which:

- a minimum of 5 units must be undertaken from the technical units listed at Australian Qualifications Framework Level 5; and
- a maximum of 1 unit may be undertaken from this or any other training package at Australian Qualifications Framework Level 5 or 6;
- are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in:
 - MTM00 Australian Meat Industry Training Package, Australian National Training Authority, 2001;
 - MTM00 Australian Meat Industry Training Package, Victorian Implementation Guide, Version 2, DEET, 2001;
 - any other training package accredited by the State Training Board (Victoria) or the Australian National Training Authority.

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

Advanced Diploma of Meat Processing

Course Code: MTM60100

Campus

To be advised.

Career Opportunities

Manager or production manager in the meat processing industry.

Scope of Delivery

Block release, on campus.

Course Objective

The course aims to provide vocational training for individuals wishing to pursue a career as a manager of a medium to large meat processing establishment.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 6 or equivalent.

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

Selection Procedures/Selection Criteria

Direct entry, company nomination.

Course Duration

This course is offered on a part time basis over 990–1250 nominal hours.

Course Structure*Core Units of Study*

Unit of Study Code		Hours
MTMMP2B	Apply hygiene and sanitation practices	40
MTMMP3B	Apply quality assurance practices	40
MTMMP4B	Follow safe work policies and procedures	40
MTMMP5B	Communicate in the workplace	40
MTMMP70B	Participate in OH&S risk control process	20
MTMCOR402A	Facilitate quality assurance process	30
MTMMP72B	Facilitate hygiene and sanitation performance	30
MTMCOR401A	Manage own work performance	20

Ten units (together totalling at least 730 nominal hours) of which:

- a minimum of nine units must be undertaken from the technical units listed at Australian Qualifications Framework Level 6; and
- a maximum of one unit may be undertaken from this or any other training package at Australian Qualifications Framework Level 5 or 6;
- are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in the relevant Training Package

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

Certificate I in Food Processing

Course Code: FDF10103

Campus

On-site.

Career Opportunities

Machine Operator.

Scope of Delivery

Industry.

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

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 Procedures/Selection Criteria

Company nomination.

Course Duration

The course may be offered on a full-time basis over a minimum of 220 nominal hours, or part-time equivalent. Course

Course Structure

The course consists of core, optional and specialist units.

Core units

Unit of Study Code		Hours
FDFCORWCM1A	Communicate workplace information	20
FDFCORHS1A	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.

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

Certificate II in Food Processing

Course Code: FDF20103

Campus

On-site.

Career Opportunities

Production Operator.

Scope of Delivery

Industry.

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

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 Procedures/Selection Criteria

Company nomination.

Course Duration

The course may be offered on a full-time basis over a minimum of 500 nominal hours, or part-time equivalent.

Course**Course Structure**

The course consists of core, optional and specialist units.

Core units

Unit of Study Code		Hours
FDFCORWCM2A	Present and apply workplace information	30
FDFCORHS2A	Implement occupational health and safety systems and procedures	40
FDFCORQAS2A	Implement quality systems and procedures	30
FDFCORFSY2A	Implement the food safety program and procedures	30
FDFCORBM2A	Use basic mathematical concepts	20

Elective units

A minimum of seven units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

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

Certificate III in Food Processing

Course Code: FDF30103

Campus

On-site.

Career Opportunities

Machine Operator.

Scope of Delivery

Industry.

Course Objectives

This course provides the knowledge and skills required of those employed or seeking employment as an advanced operator in a food processing plant.

Entry Requirements

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 Procedures/Selection Criteria

Company nomination.

Course Duration

The course may be offered on a full-time basis over a minimum of 660 nominal hours, or part-time equivalent.

Course Structure

The course consists of core, optional and specialist units.

Core units

Unit of Study Code		Hours
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20

Elective units

A minimum of nine units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

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

Certificate IV in Food Processing

Course Code: FDF40103

Campus

On-site.

Career Opportunities

Machine Operator.

Scope of Delivery

Industry.

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

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 Procedures/Selection Criteria

Company nomination.

Course Duration

The course may be offered on a full-time basis over a minimum of 1090 nominal hours, or part-time equivalent.

Course Structure

The course consists of core, optional and specialist units.

<i>Core units</i>			Hours
Unit of Study Code			
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures		60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs		100
FDFCORWCM2A	Present and apply workplace information		30
FDFCORBM2A	Use basic mathematical concepts		20

Elective units

A minimum of seventeen units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

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

Diploma of Food Processing

Course Code: FDF50103

Campus

On-site.

Career Opportunities

Production Manager.

Scope of Delivery

Industry.

Course Objectives

The course provides the knowledge and skills required of those employed as production managers in a medium to large food processing enterprise.

Entry Requirements

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 Procedures/Selection Criteria

Company nomination.

Course Duration

The course may be offered on a full-time basis over a minimum of 1530 nominal hours, or part-time equivalent.

Course Structure

The course consists of core, optional and specialist units.

Core units

Unit of Study Code		Hours
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20

Elective units

A minimum of twenty five units, selected by the student with the approval of the Head of Department, from the relevant specialist and optional sets of units.

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

Certificate III in Food Processing

Course Code: FDF30198

Campus

On-site.

Career Opportunities

Shift Supervisor, Machine Operator

Scope of Delivery

Continuing students only. Part-time, on site.

Course Objectives

The course aims to enable employees in the food processing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality, productivity and management.

Entry Requirements

There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Food Processing will be given advanced standing in this course.

Applicants will generally be currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply.

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 Procedures/Selection Criteria

Company nomination.

Course Duration

The course may be offered on a part-time basis over a period of five years.

Course Structure

The course consists of 25 units:

- 13 core units, and
- 12 specialist and optional units (including a minimum of 2 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to:
 - the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
 - the units listed in 'Food Processing Industry Training Package FDF 98 ANTA 1998'; and
 - the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

Unit of Study Code	Hours
FDFCORCOM1A	20
FDFCORNUM1A	20
FDFCOROHS1A	50
FDFCORQA1A	20
FDFCORFS1A	20
FDFCORCOM2A	30
FDFCOROHS2A	30
FDFCORQA2A	30
FDFCORFS2A	30
FDFCORCOM3A	40
FDFCOROHS3A	40
FDFCORQA3A	40
FDFCORFS3A	40

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

Diploma of Food Technology

incorporating

Certificate IV in Food Technology

Course Code: 2506AKC Diploma

Course Code: 11893VIC Certificate IV

Campus

On-site.

Career Opportunities

Technical assistant in the Food Industry.

Scope of Delivery

Continuing students only.

Course Objectives

11893VIC the Certificate IV in Food Technology aims to provide general training to a level required for people entering the food industry as a technical assistant.

11894VIC the Diploma of Food Technology aims to provide training to a level of competency required of a technical officer in the food industry, including competencies within specialisations.

Entry Requirements

To qualify for admission to the course an applicant generally must have satisfactorily completed an approved course of study at VCE level or equivalent, preferably including English, Mathematics, Biology, Chemistry and Physics.

Students with backgrounds other than VCE, such as mature age, will be eligible for admission to the course if they are competent in English, both verbally and in writing, they can use arithmetical processes to perform basic numerical manipulations and calculations and they have a basic understanding of scientific methodology and endeavour.

To qualify for admission to 11894VIC the Diploma of Food Technology applicants must have successfully completed 11893VIC the Certificate IV in Food Technology .

Recognition of prior learning may be available based on skills and knowledge already acquired by a person from previous study, as in articulation, or from work and/or life experience.

Selection Procedures/Selection Criteria

Company nomination.

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent.

Course Structure

This course has specialisations — students are required to complete 22 core modules (578 hours) and a further 272 hours from the four other specified groups.

Core**First Year**

Unit of Study Code	Hours
AAA600	50
AAA610	20
AAA640	50
AAA712	60
AAA750	50
AAA752	50
AAA807	40
ABD569	40
NOS222	20
VBF163	12
VBF164	36
VBF166	30
VBF181	12
VBF195	12
VBF196	12
VBF197	12
VBF198	12
VBF199	12
VBF200	12
VBF201	12
VBF207	12
VBF281	12

Specified hours are to be chosen from the following groups:

Management Level 1 — 40 hours must be completed

NGMS101	Managing Information	20
NGMS102	Managing Operations—Customer Service	20
NGMS103	Managing Operations – Productivity	20
NGMS104	Managing Operations—Innovation	20
NGMS105	Managing Operations – Change	40
NGMS106	Managing Effective Working Relationship	40
NGMS107	Managing and Developing Teams	40
NGMS108	Managing & Organising Work for Goal Achievement	40
NGMS109	Managing Performance and Goal Achievement	40
NGMS110	Managing Grievances and Disputes	20
NGMS111	Managing People—Workplace Practices	20
NGMS112	Managing People—Recruitment, Selection & Induction	40
NGMS113	Managing Finance—Setting and Achieving Budgets	40
NGMS114	Managing Finance – Performance	40
NGMS115	Managing Finance—Cost and Efficiency	40
NGMS116	Managing Finance—Operating & Capital Expenditure	40
NGMS117	Managing Group Problem Solving & Decision Making	40
NGMS118	Managing People—Training and Development	40

Generic Electives – 142 hours must be completed

AAA601	Work Placement B	50
AAA702	Biological Techniques B	40
AAA756	Physical Chemistry	40
AAA757	Organic Chemistry	50
AAA805	Nutrition	20
NOS215	Database Fundamentals	20
NOS216	Spreadsheet Fundamentals	20
VBD382	Career Planning and Skills Assessment	20
VBF167	Thermal Processing 1	36
VBF188	Process Control	40

Food Technology 2 – 90 hours must be completed

VBF168	Meat and Meat Processing	18
VBF169	Dairy Processing	18
VBF170	Fruit and Vegetable Processing	18
VBF171	Fish and Seafood Processing	18
VBF172	Poultry and Egg Processing	18
VBF173	Edible Fats and Oils	18
VBF174	Confectionery and Sugar Technology	18
VBF177	Nuts, Pulses and Other Grains	18

VBF178	Food Additives	18	VBF177	Nuts, Pulses and Other Grains	18
<i>or</i>			VBF178	Food Additives	18
	<i>Dairy Technology 1 – 90 hours must be completed</i>			Food Technology 4 — 230 hours from any of the following specialisations:	
VBF179	Dairy Production and Industry	40		<i>Food Research and Development Specialisation</i>	
VBF180	Liquid Products	50	VBF192	Food Product Research and Development	125
	Students who satisfactorily complete the 22 core modules (578 hours), 40 hours of Management Level 1 modules, 142 hours of Generic electives and 90 hours of either Food Technology 2 or Dairy Technology 1 modules will be eligible to graduate with the Certificate IV in Food Technology.			<i>Food Analysis Specialisation</i>	
	Second Year		VBF193	Food Analysis–Non Instrumental	40
	Students are required to complete:		VBF284	Food Analysis – Instrumental	40
	• Ten Generic Core Modules (302 hours) plus 40 hours from Management Level 1 or 2.		VBF285	Food Analysis Project	45
	• 160 hours from Generic (Optional) modules and 338 hours from Specialisation modules of which 108 is from Food Technology 3 and 230 hours in Food Technology 4.			<i>Food Engineering Specialisation</i>	
	Generic Core Modules		VBF286	Food Engineering Fundamentals	32
	Unit of Study Code	Hours	VBF287	Fluid Flow Fundamentals	32
AAA756	Physical Chemistry	40	VBF288	Heat and Heat Transfer Fundamentals	32
AAA757	Organic Chemistry	50	VBF289	Concentration and Dehydration Fundamentals	29
AAA801	Food Analysis	40		<i>Marketing Specialisation</i>	
AAA802	Food and Hygiene Microbiology	50	NMRK441	Selling Process	50
AAA808	Sensory Analysis	30	NMRK632	International Marketing	50
VBF182	Statistics	20	VAD950	The Marketing Concept	50
VBF279	Applied Hazards Analysis and Critical Control Point	18		<i>Fish Specialisation</i>	
VBF280	Product Recall	18	AF249	Legal Awareness	18
VBF282	Sampling	18	AF251	Food Processing Accreditation	18
VBF283	Statistical Process Control	18	AF252	Overview–The Australian Fishing Industry	18
	Management Levels 1 and 2		AF253	Fish Physiology	18
	A further 40 hours (from those modules listed under Certificate IV in Technology [Food] or from those listed below.)		AF254	Legislation and Documentation	18
NGMS201	Entrepreneurship and Innovating	40	AF256	Fish Handling Techniques	18
NGMS202	Forecasting Futures	40		<i>Confectionery Specialisation</i>	
NGMS203	Analysing Environments and Organisations	40	Raw Materials (RM1)		27
NGMS204	Managing Strategically	40	Confectionery Technology (CT1)		18
NGMS205	Managing Ambiguity and Change	40	High Boiled Candy (PC1)		18
NGMS206	Taking Difficult Decisions	20	Low Boils (Toffee, Caramel, Fudge) (PC2)		12
NGMS207	Leading and Visioning	40	Jellies and Gums (PC3)		18
NGMS208	Developing Business Overseas	40	Chocolate Confection (PC4)		24
NGMS209	Managing Self	20	Aerated Confection (PC5)		15
NGMS210	Managing Operations and Logistics	40	Lozenges and Tableting (PC6)		6
NGMS211	Managing Risk	40	Panning (PC7)		12
NGMS212	Managing for Quality	40		<i>Dairy Specialisation</i>	
NGMS213	Management Projects	40	Overview of the Dairy Industry (AF243)		10
NGMS214	Managing Cultural Diversity	40	Market Milk (AF244)		16
NGMS215	Advocacy and Influence	20	Dairy products (AF245)		16
NGMS216	Tactical Marketing	40	Concentrated and Dried Milk Products (AF246)		16
	Generic (optional)–170 hours		Cheese (AF247)		16
AAA601	Work Placement	50	Dairy Engineering 2 (AF248)		16
AAA758	Applied Organic Chemistry	60	Legal Awareness (AF249)		18
VBF183	Thermal Processing 2	36	Legislation and Documentation – Dairy (AF250)		16
VBF184	Packaging Materials	20	Food Processing Accreditation (AF251)		16
VBF188	Process Control	40		<i>Bakery/Pastry Cooking Specialisation</i>	
VBF189	Dairy Plant Management	40	Advanced Baking/Pastrycooking (ABP)		70
VBF190	Engineering Applications	30	Environmental Control (EC)		15
VBF191	Dairy Engineering 1	40	Communication II (CS2)		30
	Specialisation Electives–338 hours including:		Recruiting and Training (RT)		20
	Food Technology 3 — 108 hours (must complete the six modules not already covered in Certificate IV in Food Technology)		Process Management and Optimisation (PMO)		25
	Unit of Study Code	Hours		<i>Beverage Specialisation</i>	
VBF168	Meat and Meat Processing	18	VBF163	Fruits and Growing Areas	10
VBF169	Dairy Processing	18	VBF165	Fruit Reveal Procedures	10
VBF170	Fruit and Vegetable Processing	18	VBF185	Fruit Extraction Procedures	20
VBF171	Fish and Seafood Processing	18	VBF186	Fruit Juice Processing Techniques	15
VBF172	Poultry and Egg Processing	18	VBF187	Fruit Juice Products	15
VBF173	Edible Fats and Oils	18	VBF290	Manufacture of Beverage Products	25
VBF174	Confectionery and Sugar Technology	18	VBF291	Fruit Juice Conversion Processes	25
VBF175	Beverages	18	VBF292	Quality Testing Techniques	20
VBF176	Cereal and Baking Technology	18		<i>Nutrition Specialisation</i>	
			VBE838	Nutritional Biochemistry	45
			VBE839	Applied Nutrition for the Food Technologist	80
				<i>Dairy Technology 2</i>	
			VBF202	Frozen Dairy Products	40
			VBF203	Milk Fat Products	40
			VBF204	Membrane Technology	40
				<i>Dairy Technology 3</i>	
			VBF205	Fermented Milk Products	80
			VBF206	Concentrated and Dried Dairy Products Stream	80

VBF192	Food Research and Development Dairy Stream	125
Specialisation Elective Modules		
AAA753	Introductory Spectrophotometry	
AAA756	Physical Chemistry	
AAA758	Applied Organic Chemistry	
AAA759	Introductory Chromatography and Electrophoretic Techniques	
AAA760	UV/Visible Spectrophotometry	
AAA761	Infrared Spectrophotometry	
AAA762	Gas Chromatography	
AAA763	High Performance Liquid Chromatography	
AAA764	Flame Spectrophotometry	
AAA765	Furnace Spectrophotometry	
AAA766	Electroanalytical Techniques I	
AAA778	Qualitative Organic Analysis	
Chemistry Laboratory General Elective Modules:		
AAA621	Introductory Interfacing	
AAA622	Advanced Interfacing	
AAA623	Data Acquisition	
AAA767	Polarographic Techniques	
AAA768	Chemical Processing	
AAA769	Industrial Chemistry	
AAA770	Industrial Analysis	
AAA771	Environmental Chemistry	
AAA773	X-Ray Analysis	
AAA774	Mineral Chemistry	
AAA775	Introductory Assaying	
AAA776	Advanced Assaying	
AAA777	Introductory Fire Assaying	
AAA779	Emission Spectroscopy	
AAA806	Environmental Analysis	

Modules may be taken as electives from this or other streams within the Scitech framework or other courses relevant to the learner's vocational requirements.

In addition to modules needed for the Certificate IV in Food Technology(11893VIC0, students who satisfactorily complete 10 Generic Core Modules (302 hours), 40 hours from Management Level 1 or 2, 160 hours from Generic (optional) modules and 338 hours from Specialisation modules, of which 103 hours must be from Food Technology 3 and 230 hours remaining from Food Technology 4, will be eligible to graduate with the Diploma of Food Technology(2506AKC).

Some module 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.

Career Opportunities

Assistant to a pharmacist in a hospital or community health setting.

Scope of Delivery

Flexible Delivery.

Course Objective

The course aims to provide knowledge and skills required of those working as a pharmacy assistant to pharmacists in a hospital or community health setting, and who undertake a range of varied assistance tasks.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Applicants must also be working in a hospital/community pharmacy department

Selection Procedure/Selection Criteria

Should be working in a hospital or community health setting.

Course Duration

The course is offered on a part-time basis over 395 nominal hours.

Course Structure

Core Units of Study

Unit of Study Code		Hours
BSAMED201A	Use basic medical terminology in order to communicate with patients, fellow workers and health professionals	30
BSBCM203A	Communicate in the workplace	40
BSBCM204A	Work effectively with others	15
BSBCM302A	Organise personal work priorities and development	40
BSBCM205A	Use Business Technology	30
HLTHIR2A	Contribute to organisational effectiveness in the Health industry	30
HLTHSE1A	Follow the organisation's occupational health and safety policies	20
HLTIN1A	Comply with infection control policies and procedures	20
HLTPH1A	Orientation to hospital pharmacy services and hospital pharmacy assistant practices	20
HLTPH2A	Procure and store pharmaceutical products	20
HLTPH3A	Distribute pharmaceutical products	20
HLTPH4A	Maintain pharmaceutical imprest/ward stock	15
HLTPH5A	Assist with prescription preparation	30
HLTPH6A	Package and/or pre-pack pharmaceutical products	15
HLTPH7A	Small scale compound/manufacture of pharmaceutical products	50

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

Courses in Lubrication

Course Code: 21010VIC

Campus

On-site.

Career Opportunities

Lubrication products.

Scope of Delivery

Continuing students only. This course is generally offered as workplace based delivery to industry/corporations.

Course Objectives

The course aims to provide an accredited training program for Mobil staff and customers involved in the sales, application and usage of lubrication products.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can read, write, comprehend and discuss printed information in English.

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

Company nomination.

Course Duration

The course may be offered on a full-time basis over 21–28 nominal hours or part-time equivalent.

Course Structure

Core Modules

VBG553 Fundamentals of Lubrication
 VBG554 Safety, Health and Environment;

Elective Modules

Four modules selected by the student from one of the following specialist streams:

- (i) Automotive
- (ii) Commercial Vehicle
- (iii) Industrial
- (iv) Mining

in consultation with his/her employer, with the approval of the Head of Department, having regard to Course in Lubrication Curriculum Document published by Mobil Oil Australia— New Zealand, January, 2000.

Participants have the option of choosing one of the two following delivery structures. Part 1 should be completed before part 2; Part 2 before part 3 etc. The course takes a minimum of 2 months to complete.

- Part 1: BSZ404A Train Small Groups
- Part 2: BSZ405A Plan and Promote a Training Program
- BSZ406A Plan Sessions of Training
- Part 3: BSZ407A Deliver Training Sessions
- BSZ408A Review Training
- Part 4: BSZ401A Plan Assessment
- BSZ402A Conduct Assessment
- BSZ403A Review Assessment

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

Certificate IV in Assessment and Workplace Training

Course Code: BSZ40198

Campus

To be advised.

Career Opportunities

Industry Trainer.

Scope of Delivery

Part-time, on campus.

Course Objectives

The aim of this course is to provide people for whom training is a large part of their job with the knowledge and skills required to develop, deliver and assess training programs for employees in an enterprise or industry.

This course is designed to provide a combination of on- and off-the-job training and assessment and provide an understanding of the requirements for:

- preparing, delivering and reviewing training on a one-to-one or small group basis in the workplace;
- conducting and reviewing workplace assessments.

Entry Requirements

There are no special educational requirements for entry into this course. Participants will be required to possess an appropriate level of literacy and numeracy.

Recognition of prior learning may be available based on skills and knowledge already acquired from previous study, as in articulation, or from work or life experience.

Selection Procedures/Selection Criteria

Direct entry.

Course Duration

This course may be offered on a full-time basis over 6 months or part-time equivalent.

Course Structure

Unit of Study Code		Nominal Hours
BSZ404A	Train Small Groups	30
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ405A	Plan & Promote a Training Program	50
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15

Department of Social and Community Studies

The Department of Social and Community Studies–TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, St Albans, Sunbury, Werribee and City campuses.

The courses offered in the department include: the Diplomas of Community Services, Community Work, Justice Studies, Welfare Studies, Youth Work, Disability Support and Community Services. Also available are Certificate II, III and IV level courses as well as a range of certificate courses aimed to meet the needs of local industry.

The courses provide graduates with good employment prospects in the western metropolitan region where there is a high level of demand for qualified workers in the community services sector with government and non-government agencies.

The provision of social and community studies programs is influenced by the multicultural nature of the western region, the youthful and rapidly growing population centres and the emphasis on implementing social justice strategies essential to redress traditional socio-economic disadvantage in the region. Social and Community Studies courses at TAFE level have direct articulation links with degree programs in all higher education fields of study and especially in Education and Humanities.

CHC20202 Certificate II in Community Services Work

CHC30202 Certificate III in Home and Community Care

CHC30302 Certificate III in Disability Work

CHC40302 Certificate IV in Disability Work

CHC60102 Advanced Diploma of Disability Work

CHC30802 Certificate III in Community Services Work

CHC30102 Certificate III in Aged Care Work

CHC40102 Certificate IV in Aged Care Work

CHC41602 Certificate IV in Community Services (Lifestyle and Leisure)

CHC40202 Certificate IV in Service Co-ordination
(Ageing and Disability)

CHC41502 Certificate IV in Marriage Celebrancy

CHC30199 Certificate III in Community Services (Aged Care Work)

CHC51402 Diploma of Community Development

CHC50702 Diploma of Community Welfare Work

CHC51102 Diploma of Alcohol and Other Drugs

CHC40602 Certificate IV in Youth Work

CHC50502 Diploma of Youth Work

21214VIC Advanced Diploma of Justice

21213VIC Diploma of Justice

21212VIC Certificate IV in Justice

In addition to these courses, the Department of Social and Community Studies–TAFE conducts labour market programs, VET in Schools and training courses for industry.

Wayne Butson

Head, Department of Social and Community Studies–TAFE

Certificate II in Community Services Work

Course Code: CHC20202

Campus

Industry Workplace.

Career Opportunities

Community services.

Scope of Delivery

Industry.

Course Objective

The course provides a pathway qualification into community services work.

Entry Requirements

To qualify for admission students must attend an interview and demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

- Applicants apply direct to Victoria University TAFE Division;
- Applicants submit a TAFE Supplementary application form;
- Applicants undertake a Literacy test;
- Applicants participate in a group interview.

Course Duration

The course is offered on a full-time basis over one semester or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCADMIN1B	Undertake basic administrative duties	15
CHCCH25A	Introduction to work in social housing	30
CHCCOM1B	Communicate with people accessing the services of the organisation	15
CHCCS201A	Prepare for work in the community services industry	50
CHCCS5B	Identify and address specific client needs	15
CHCGROUP2C	Support group activities	20
CHCOHS201A	Follow OHS procedures	30
CHCORG1B	Follow the organisation's policies, procedures and programs	15
CHCORG2B	Work with others	15
CHCRH1A	Orientation to work in the leisure and health industry	50
CHCYTH1C	Work effectively with young people	40

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

Certificate III in Home and Community Care

Course Code: CHC30202

Campus

Industry Workplace.

Career Opportunities

This course is for people wishing to provide care for people living in their own homes.

Scope of Delivery

Part-time. At this stage, this course is currently delivered to industry groups only.

Course Objective

The course is appropriate for workers in the community under regular supervision within clearly defined organisational guidelines and service plans.

Entry Requirements

To qualify for admission students must be interested in caring for the aged, have written skills adequate to deal with the documentation requirements in the aged care sector and able to undertake manual handling duties, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria

Group interview sessions are conducted.

Course Duration

This course may be offered on a full-time basis over a minimum of 495 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours	
CHCAC3C	Orientation to aged care work	50
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
CHCCOM2B	Communicate appropriately with clients & colleagues	20
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCDIS1B	Orientation to disability work	50
<i>or</i>		
CHCDIS10B	Provide care and support	50
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

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:

Unit of Study Code	Hours	
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
CHCAC17A	Support the older person to maintain their independence	20
CHCAOD4B	Support people with alcohol and/or other drugs issues	70
CHCCHILD1C	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
CHCCS9A	Provide support services to clients	50
CHCDIS2B	Maintain an environment designed to empower people with disabilities	90
CHCDIS3C	Provide 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
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30
HLTFS5A	Perform kitchenware washing	10
HLTFS7A	Follow basic food safety practices	20
HLTFS8A	Transport food	20
HLTGM1A	Perform routine servicing of plant, equipment and machinery	20
HLTGM2A	Use hand and power tools	20
HLTGM3A	Perform minor general maintenance	20
HLTHIR4A	Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations	20
HLTMS2A	Provide personal laundry service to clients, patients and others	20
HLTMS5A	Perform general housekeeping duties to maintain clean environment	30

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

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

Certificate III in Disability Work

Course Code: CHC30302

Campus

Footscray Nicholson, King St.

Career Opportunities

This course is for people wishing to pursue careers working with people who experience disability. Opportunities exist in agencies which provide residential day services, vocational, early intervention, outreach or respite services.

Scope of Delivery

Full-time and part-time.

Course Objectives

The course is appropriate for workers in the community and/ or residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.

Entry Requirements

To qualify for admission students must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over a minimum of 630 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours	
CHCADMIN5A	Work within the administration protocols of the organisation	75
CHCCOM2B	Communicate appropriately with clients and colleagues	20
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCDIS1B	Orientation to disability work	50
CHCDIS2B	Maintain an environment designed to empower people with disabilities	90
CHCDIS5C	Contribute to positive learning	50
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
CHCORG3B	Participate in the work environment	20
HLTHIR3A	Work effectively with culturally diverse patients, clients, customers and co-workers	20
<i>or</i>		
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30

Elective Units

At least six 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 III:

Unit of Study Code	Hours	
BSZ404A	Train small groups	30
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
CHCAC2C	Provide personal care	50

CHCAC6C	Support the older person to meet their emotional and psychosocial needs	50	HLTMS2A	Provide personal laundry service to clients, patients and others	20
CHCAD1C	Advocate for clients	20	HLTMS5A	Perform general housekeeping duties to maintain clean environment	30
CHCADMIN2B	Provide administrative support	20	HLTMS6A	Perform general cleaning tasks in a clinical setting	15
CHCAOD4B	Support people with alcohol and/ or other drugs issues	70	HLTMS8A	Handling waste in a health care environment	20
CHCCD12C	Apply a community development framework	50	Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.		
CHCCD7B	Support community resources	30	<hr/>		
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30	Certificate IV in Disability Work		
CHCCM1C	Undertake case management	20	Course Code: CHC40302		
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50	Campus		
CHCCS1B	Deliver and monitor services to clients	20	Footscray Nicholson. Industry Workplace.		
CHCCS301A	Work within a legal and ethical framework	50	Career Opportunities		
CHCCS303A	Provide physical assistance with medication	50	This course is for people wishing to pursue careers working with people who experience disability. Opportunities exist in agencies which provide residential day services, vocational, early intervention, outreach or respite services.		
CHCCS304A	Assist with self medication	40	Scope of Delivery		
CHCCS402A	Respond holistically to client issues	75	Full-time or part-time equivalent.		
CHCCS6B	Assess and deliver services to clients with complex needs	50	Course Objective		
CHCCS9A	Provide support services to clients	50	The course is appropriate for workers in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients' homes.		
CHCCW11B	Operate under a case work framework	20	Entry Requirements		
CHCDIS10B	Provide care and support	50	To qualify for admission students must be able to demonstrate an understanding of, and commitment to human services for people with disabilities and an ability to communicate effectively. All applicants are required to attend an interview. Applicants will be selected on the basis of;		
CHCDIS12A	Provide care and support for students with severe physical disabilities	30	<ul style="list-style-type: none"> • Social awareness and commitment to working with people • Relevant paid or unpaid work experience and life experience • Group, interpersonal skills • Flexibility and openness • Appropriate level of literacy and numeracy skills 		
CHCDIS13A	Support older people with disabilities	50	Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, informal or formal learning or from work and/or life experience.		
CHCDIS14A	Support students with additional needs in the classroom	30	Selection Procedures/Selection Criteria		
CHCDIS15A	Provide behaviour support	30	All applicants are required to attend a group/individual interview.		
CHCDIS17A	Provide care and support for students with disabilities	50	Some agencies require that participants provide a police clearance before undertaking workplace training.		
CHCDIS18A	Support students with special needs	50	Course Duration		
CHCDIS3C	Provide services to people with disabilities	50	This course may be offered on a full-time basis over a minimum of 650 nominal hours or part-time equivalent.		
CHCDIS6C	Plan and implement community integration	90	Course Structure		
CHCDIS8B	Support people with disabilities as workers	50	<i>Core Units of Study</i>		
CHCDIS9B	Maximise participation in work by people with disabilities	50	Unit of Study Code		
CHCGROUP2C	Support group activities	20	Hours		
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40	CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCNET1C	Participate in networks	20	CHCDIS1B	Orientation to disability work	50
CHCNET2B	Maintain effective networks	50	CHCDIS2B	Maintain an environment designed to empower people with disabilities	90
CHCPOL1A	Participate in policy development	20	CHCDIS3C	Provide services to people with disabilities	50
CHCRH1A	Orientation to work in leisure and health industry	50	CHCDIS4B	Design procedures for support	90
CHCRH2A	Leisure and health programming	70	CHCDIS6C	Plan and implement community integration	90
CHCRH3A	Develop leisure and health programs for clients with special needs	90	CHCHC301A	Work effectively in a home and community care environment	50
CHCT3B	Apply safe food hygiene practices	10	CHCORG5B	Maintain an effective work environment	50
CHCYTH1C	Work effectively with young people	40			
CHCYTH2C	Provide care and protection for young people	60			
CHCYTH3C	Support young people to address their circumstances	30			
HLTCSD3A	Prepare and maintain beds	15			
HLTCSD7A	Care for home environment of clients	20			
HLTCSD8A	Transport clients/ patients	20			
HLTFA1A	Apply basic First Aid	10			
HLTFA2A	Apply advanced First Aid	30			
HLTFS7A	Follow basic food safety practices	20			
HLTGM1A	Perform routine servicing of plant, equipment and machinery	20			
HLTGM2A	Use hand and power tools	20			
HLTGM3A	Perform minor general maintenance	20			
HLTHIR4A	Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations	20			
HLTIN1A	Comply with infection control policies and procedures	20			
HLTMS1A	Collect and maintain linen stocks at user-locations	15			

And 1 from each of the following pairs of units:

CHCOHS302A	Participate in safety procedures for direct care work	30
<i>or</i>		
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
HLTHIR3A	Work effectively with culturally diverse patients, clients, customers and co-workers	20
<i>or</i>		
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30

Elective Units of Study

At least four 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 IV level:

Unit of Study Code		Hours
BSBMGT609A	Manage risk	60
CHCAC12C	Provide services to an older person with complex needs	90
CHCAC15A	Provide care support which is responsive to the specific needs of dementia	60
CHCAC16A	Provide food services	20
CHCAD1C	Advocate for clients	20
CHCAD2B	Support the interests, rights and needs of clients within duty of care requirements	75
CHCADMIN3B	Undertake administrative work	50
CHCADMIN5A	Work within the administration protocols of the organisation	75
CHCAOD2B	Orientation to alcohol and other drugs work	50
CHCCD12C	Apply a community development framework	50
CHCCS2C	Deliver and develop client services	50
CHCCS6B	Assess and deliver services to clients with complex needs	50
CHCCS9A	Provide support services to clients	50
CHCCS303A	Provide physical assistance with medication	50
CHCCS304A	Assist with self medication	40
CHCCS402A	Respond holistically to client issues	75
CHCCS409A	Meet the dietary and nutritional needs of clients in a culturally appropriate manner	50
CHCDIS5C	Contribute to positive learning	50
CHCDIS7B	Design and adapt surroundings to group requirements	90
CHCDIS8B	Support people with disabilities as workers	50
<i>or</i>		
CHCORG29A	Provide coaching and motivation	70
CHCDIS9B	Maximise participation in the workforce for people with a disability	50
<i>or</i>		
CHCES406A	Provide job search support	50
CHCDIS13A	Support older person with disabilities	50
CHCDIS16A	Provide advanced behaviour support	90
CHCGROUP3C	Plan and conduct group activities	50
CHCMH1B	Orientation to mental health work	50
CHCNET4A	Work with others	70
CHCRF2A	Provide intervention support to children and families	70
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
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30
SRCCRO10A	Conduct a recreational program for people with a disability	30

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.

Advanced Diploma of Disability Work

Course Code: CHC60102

Campus

Footscray Nicholson, Industry Workplace.

Career Opportunities

This course is for people wishing to pursue careers working with people who experience disability. Opportunities exist in agencies which provide residential day services, vocational, early intervention, outreach or respite services.

Scope of Delivery

Full-time and part-time.

Course Objectives

This course covers workers who may operate at an advanced skills level to provide specialist services; act as a resource for other workers; provide professional supervision of staff including volunteers; work intensively with clients; work with clients with complex needs; co-ordinate work programs; supervise accommodation service delivery and manage services.

Entry Requirements

To qualify for admission students must be able to demonstrate an understanding of, and commitment to human services for people with disabilities and an ability to be able to communicate effectively. All applicants are required to attend an interview. Applicants selected on the basis of;

- Social awareness and commitment to working with people
- Relevant paid work experience in the sector that includes the self directed application of knowledge with substantial depth in the exercise of independent judgement and decision making
- Group, interpersonal skills
- Flexibility and openness
- Appropriate level of literacy and numeracy skills

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

Selection Procedures/Selection Criteria

Intending applicants must be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over a minimum of 1332 hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
BSBMGT505A	Ensure a safe workplace	60
CHCAD3A	Undertake systems advocacy	90
CHCADMIN4B	Manage the organisation's finances, accounts and resources	90
CHCCS4C	Manage the delivery of quality client service	90
CHCCS7C	Co-ordinate the assessment and delivery of services to clients with particular needs	75
CHCDIS11B	Co-ordinate work in the disability sector	150
CHCINF4B	Manage the organisation's information systems	75
CHCNET3B	Develop new networks	75
CHCORG7B	Manage workplace issues	75
CHCORG8C	Establish and manage new programs or services	75
CHCORG10B	Manage organisational change	150
CHCORG11B	Lead and develop others	90

CHCORG19B	Develop and maintain the quality of service outcomes	90	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.
CHCORG20B	Promote and represent the service	90	
CHCORG28A	Reflect and improve upon professional practice	120	
CHCCOM4B	Develop, implement and promote effective communications techniques (compulsory for management stream)	75	Selection Procedures/Selection Criteria
<i>or</i>			
CHCCOM3C	Utilise specialist communication skills to build strong relationships (compulsory for practitioner stream)	50	<ul style="list-style-type: none"> • Applicants apply direct to Victoria University TAFE Division; • Applicants submit a TAFE Supplementary application form; • Applicants undertake a Literacy test; • Applicants participate in a group interview.

Elective Units of Study

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 Advanced Diploma level. Depending on the focus of the job role, electives may include:

Practitioner Stream

Unit of Study Code	Hours	
CHCCM5B	Develop practice standards	90
CHCCS402A	Respond holistically to client issues	75
CHCCS601A	Work with clients with specific and complex needs	75
CHCCS602A	Work with families of clients	75
CHCCW13B	Work with clients intensively	75
CHCCW14A	Design and supervise family intervention strategies	90
CHCDIS16A	Provide advanced behaviour support	90
CHCIC12C	Plan the inclusion of children with additional needs	40
CHCMH1B	Orientation to mental health work	50
CHCORG27A	Provide mentoring support to colleagues	60
SRXTEM003A	Work autonomously	7

Management Stream

Unit of Study Code	Hours	
BSBMGT603A	Review and develop business plans	60
BSBMGT604A	Manage business operations	60
BSBMGT608A	Manage innovation and continuous improvement	60
CHCINF6B	Manage information strategically	90
CHCORG9B	Manage projects and strategies	90
CHCORG26A	Manage a service legal agreement	150
CHCORG27A	Provide mentoring support to colleagues	60
CHCPOL7A	Manage policy development	90
PSPMNGT605A	Manage diversity	40

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 Community Services Work

Course Code: CHC30802

Campus

St Albans.

Career Opportunities

Support Worker within Social and Community Services field.

Scope of Delivery

Full-time or part-time equivalent.

Course Objectives

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

Entry Requirements

To qualify for admission students must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

Course Duration

This course may be offered on a full-time basis over 370 nominal hours or part-time equivalent

Course Structure**Core Units of Study**

Unit of Study Code	Hours	
CHCADMIN5A	Work within the administration protocols of the organisation	75
CHCCD12C	Apply a community development framework	50
CHCCOM2B	Communicate appropriately with clients and colleagues	20
CHCCS301A	Work within a legal and ethical framework	50
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCINF2B	Maintain organisation's information systems	40
CHCOHS301A	Participate in workplace safety procedures	30

or

CHCOHS302A	Participate in safety procedures for direct care work	30
CHCORG3B	Participate in the work environment	20

Elective Units of Study

At least two units from Group 1

Group 1

Unit of Study Code	Hours	
CHCAD1C	Advocate for clients	20
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS8A	Provide first point of contact	30
CHCGROUP2C	Support group activities	20
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40
CHCNET1C	Participate in networks	20
HLTCSD6A	Respond effectively to difficult or challenging behaviour	20

or

CHCDIS15A	Provide behaviour support	30
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At least 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 Certificate III:

Group 2

Unit of Study Code	Hours	
CHCAOD2B	Orientation to alcohol and other drugs work	50
CHCAOD6B	Work with clients who are intoxicated	50
CHCAOD7B	Provide needle exchange services	50
CHCCS9A	Provide support services to clients	50

Group 3

Unit of Study Code	Hours	
CHCYTH1C	Work effectively with young people	40
CHCYTH2C	Provide care and protection for young people	60
CHCYTH3C	Support young people to address their circumstances	30
CHCYTH5C	Support youth programs	150
CHCYTH7C	Respond to critical situations	90

Group 4

Unit of Study Code	Hours	
CHCCHILD2C	Support the rights and safety of children within duty of care requirements	50

and

CHCPROT9C	Provide primary/ residential care	90
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Group 5	
Unit of Study Code	Hours
CHCDFV1B	Recognise and respond to domestic and family violence 50
CHCDFV3B	Provide crisis intervention and support to those experiencing domestic and family violence 50
CHCDFV8B	Provide support to children affected by domestic and family violence 70
Group 6	
Unit of Study Code	Hours
CHCDIS1B	Orientation to disability work 50
CHCDIS2B	Maintain an environment designed to empower people with disabilities 90
CHCDIS3C	Provide services to people with disabilities 50
Group 7	
Unit of Study Code	Hours
CHCAC1C	Provide support to an older person 50
CHCAC2C	Provide personal care 50
CHCAC3C	Orientation to aged care work 50
CHCAC17A	Support the older person to maintain their independence 20
CHCINF8A	Comply with information requirements of the aged care and community care sectors 40
Group 8	
Unit of Study Code	Hours
CHCCS9A	Provide support services to clients 50
<i>and</i>	
CHCMH1B	Orientation to mental health work 50
Group 9	
Unit of Study Code	Hours
BSBCMN206A	Process and maintain workplace information 30
CHCCD1B	Support community participation 50
CHCCS405A	Work effectively with culturally diverse clients and co-workers 30
CHCORG25B	Recruit and co-ordinate volunteers 70
CHCTC1A	Deliver a service consistent with the organisation's mission and values 60
HLTFA1A	Apply basic First Aid 10
HLTFA2A	Apply advanced First Aid 30
HLTFA3A	Maintain First Aid equipment and resources 20
HLTHIR4A	Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations 20

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 Aged Care Work

Course Code: CHC30102

Campus

Footscray Nicholson, Werribee.

Career Opportunities

Aged Care Worker providing personal care in Residential care facilities.

Scope of Delivery

Part-time.

Course Objective

The course is appropriate for workers primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans.

Entry Requirements

To qualify for admission students must be interested in caring for the aged, have written skills adequate to deal with the documentation requirements in the aged care sector, be able to undertake manual handling duties and demonstrate to satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria

Preference will be given to prospective students who are currently employed in this field. Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course may be offered on a full-time basis over a minimum of 470 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCAC1C	Provide support to an older person	50
CHCAC2C	Provide personal care	50
CHCAC3C	Orientation to aged care work	50
CHCAC6C	Support the older person to meet their emotional and psychosocial needs	50
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
CHCCOM2B	Communicate appropriately with clients and colleagues	20
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40
CHCOHS302A	Participate in safety procedures for direct care work	30
CHCORG3B	Participate in the work environment	20

Elective Units of Study

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 III:

Unit of Study Code		Hours
CHCAC4B	Assist in the provision of an appropriate environment	50
CHCAC16A	Provide food services	20
CHCAC17A	Support the older person to maintain their independence	20
CHCAD1C	Advocate for clients	20
CHCCS303A	Provide physical assistance with medication	50
CHCCS304A	Assist with self medication	40
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCGROUP2C	Support group activities	20
CHCORG22A	Contribute to service delivery strategy	40
HLTCSD3A	Prepare and maintain beds	15
HLTCSD6A	Respond effectively to difficult or challenging behaviour	20
HLTCSD7A	Care for home environment of clients	20
HLTCSD8A	Transport clients/ patients	20
HLTFA1A	Apply basic First Aid	10
HLTGM1A	Perform routine servicing of plant, equipment and machinery	20
HLTGM2A	Use hand and power tools	20
HLTGM3A	Perform minor general maintenance	20
HLTHIR4A	Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and organisations	20
HLTMS1A	Collect and maintain linen stocks at user locations	15
HLTMS2A	Provide personal laundry service to clients, patients and others	20
HLTMS5A	Perform general housekeeping duties to maintain clean environment	30
HLTMS6A	Perform general cleaning tasks in a clinical setting	15
HLTMS8A	Handling waste in a health care environment	20

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 IV in Aged Care Work

Course Code: CHC40102

Campus

Footscray Nicholson.

Career Opportunities

Supervisor, team leader of Aged Care facility.

Scope of Delivery

Full-time or part-time.

Course Objectives

The course is appropriate for workers in residential facilities within defined organisational guidelines and service plans.

Entry Requirements

To qualify for admission students must currently hold Certificate III in Aged Care, or be eligible for assessment to an equivalent level of these competencies. Be currently employed as a carer on in a supervisory role in the Aged Care sector and have a minimum two years experience in the aged care sector.

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

Selection Procedures/Selection Criteria

Group interview sessions are conducted.

Course Duration

The course may be offered on a full-time basis over a minimum of 690 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours	
CHCAC6C	Support the older person to meet their emotional and psychosocial needs	50
CHCAC7C	Plan and monitor service delivery plans	100
CHCAC12C	Provide services to an older person with complex needs	90
CHCADMIN3B	Undertake administrative work	50
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS2C	Deliver and develop client services	50
CHCCS301A	Work within a legal and ethical framework	50
CHCGROUP3C	Plan and conduct group activities	50
CHCINF2B	Maintain organisation's information systems	40
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCORG5B	Maintain an effective work environment	50

Elective Units of Study

At least three 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:

Unit of Study Code	Hours	
BSZ404A	Train small groups	30
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
CHCAD1C	Advocate for clients	20
CHCCD1B	Support community participation	50
CHCCD2B	Provide community education projects	70
CHCCD4B	Develop and implement community programs	150
CHCCD5B	Develop community resources	90
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
CHCCS6B	Assess and deliver services to clients with complex needs	50
CHCINF7B	Meet information needs of the community	70
CHCNET2B	Maintain effective networks	50
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCPOL2A	Contribute to the policy development	50
CHCPOL3A	Undertake research activities	50
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30
SRCCRO009A	Conduct a recreation program for older persons	30

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 IV in Community Services (Lifestyle and Leisure)

Course Code: CHC41602

Campus

Footscray Nicholson.

Career Opportunities

Diversional Therapist Assistant, Activities Coordinator.

Scope of Delivery

Full-time or part-time.

Course Objectives

The course is appropriate for workers in residential facilities and/or in community agencies and day centres, under professional supervision within defined organisational guidelines or as sole practitioners.

Entry Requirements

To qualify for admission it is preferred that applicants have completed either an aged care course at Australian Qualification Framework (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 Procedures/Selection Criteria

Pre-selection group interviews.

Course Duration

The course may be offered on a full-time basis over a minimum of 630 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours	
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS301A	Work within a legal and ethical framework	50
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCRH1A	Orientation to work in the 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

And one of the following units:

Unit of Study Code		Hours
CHCOHS301A	Participate in workplace safety procedures	30
OR		
CHCOHS302A	Participate in safety procedures for direct care work	30

Elective Units of Study

Seven units, selected from the following, or from other Community Services Training Package units:

Group 1

Unit of Study Code		Hours
CHCADMIN3B	Undertake administrative work	50
CHCCD12C	Apply a community development framework	50
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS3C	Co-ordinate the provision of services and programs	75
CHCCS402A	Respond holistically to client issues	75
CHCDIS16A	Provide advanced behaviour support	90
CHCGROUP3C	Plan and conduct group activities	50
CHCNET4A	Work with other services	70
CHCORG5B	Maintain an effective work environment	50
CHCORG25B	Recruit and co-ordinate volunteers	70
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30
SRCCRO001A	Assist with recreation games not requiring equipment	10
CHCCD4B	Develop and implement community programs	150
or		
SRCCRD007A	Develop recreation programs	20
BSBCMN206A	Process and maintain workplace information	30
or		
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40

Group 2 Aged Care

Unit of Study Code		Hours
CHCAC3C	Orientation to aged care work	50
CHCAC6C	Support the older person to meet their emotional and psychosocial needs	50
CHCAC15A	Provide care support which is responsive to the specific nature of dementia	60
SRCCRO009A	Conduct a recreation program for older persons	30

Group 3 Disability

Unit of Study Code		Hours
CHCDIS1B	Orientation to disability work	50
CHCDIS6C	Plan and implement community integration	90
CHCDIS7B	Design and adapt surroundings to group requirements	90
SRCCRD006A	Implement community inclusion processes for people with a disability	20
SRCCRO010A	Conduct a recreational program for people with a disability	30

Group 4 Mental Health

Unit of Study Code		Hours
CHCCS9A	Provide support services to clients	50
CHCMH1B	Orientation to mental health work	50

Group 5 Alcohol and Other Drugs

Unit of Study Code		Hours
CHCAOD2B	Orientation to the alcohol and other drugs	50
CHCAOD4B	Support people with alcohol and/or other drugs issues	70

Group 6 Youth

Unit of Study Code		Hours
CHCYTH1C	Work effectively with young people	40
CHCYTH5C	Support youth programs	150

Group 7 Working with Specific Groups

Unit of Study Code		Hours
CHCCS402A	Respond holistically to client issues	75
HLTHIR3A	Work effectively with culturally diverse patients, clients, customers and co-workers	20
HLTHIR4A	Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people	20

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 IV in Service Co-ordination (Ageing and Disability)

Course Code: CHC40202

Campus

Nicholson St.

Career Opportunities

Team leader, Supervisor, Manager.

Scope of Delivery

Full-time or part-time.

Course Objectives

The course is appropriate for workers in residential facilities and/or community care agencies.

Entry Requirements

To qualify for admission students must currently hold Certificate III in Aged Care or disability, or be eligible for assessment to an equivalent level of these competencies. Be currently employed as a carer on in a supervisory role in the Aged Care or Disability sector and have a minimum two years experience in the either of those sectors.

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course may be offered on a full-time basis over a minimum of 755 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCAC7C	Plan and monitor service delivery plans	100
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS3C	Co-ordinate the provision of services and programs	75
CHCCS12A	Develop a service delivery strategy	75
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCINF3B	Co-ordinate information systems	75
CHCINF8A	Comply with information requirements of the aged care and community care sectors	40
CHCNET4A	Work with others	70
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCORG23A	Co-ordinate work	60

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
CHCAD2B	Support the interests, rights and needs of clients within duty of care requirements	75
CHCADMIN3B	Undertake administrative work	50
CHCCD13B	Work within specific communities	70
CHCCD1B	Support community participation	50
CHCCD4B	Develop and implement community programs	150
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS303A	Provide physical assistance with medication	50
CHCCS304A	Assist with self medication	40

CHCCS401A	Facilitate co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCDIS3C	Provide services to people with disabilities	50
CHCDIS4B	Design procedures for support	90
CHCDIS6C	Plan and implement community integration	90
CHCDIS7B	Design and adapt surroundings to group requirements	90
CHCGROUP3C	Plan and conduct group activities	50
CHCINF7B	Meet information needs of the community	70
CHCNET2B	Maintain effective networks	50
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCORG5B	Maintain an effective work environment	50
HLTCS6A	Respond effectively to difficult or challenging behaviour	20
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30

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 IV in Marriage Celebrancy

Course Code: CHC41502

Campus

King St, St Albans.

Career Opportunities

Civil Marriage Celebrant

Scope of Delivery

Part-time.

Course Objectives

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

Entry Requirements

To qualify for admission students must be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria

References; Police check. Attendance at the information session and pre-selection interview.

Course Duration

The course may be offered on a full-time basis over a minimum of 605 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
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
CHCCOM4B	Develop, implement and promote effective communications techniques	75
CHCCS5B	Identify and address specific client needs	15
CHCMCEL401A	Plan, conduct and review a marriage ceremony	160
CUSGEN05A	Make presentations	35

Elective Units of Study

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

Unit of Study Code		Hours
BSBCM402A	Develop work priorities	30
BSBCM403A	Establish business networks	50
BSBCM406A	Maintain business technology	40
BSBCM408A	Report on financial activity	30
BSBCM409A	Promote products and services	20
CHCCS405A	Work effectively with culturally diverse units and co-workers	30

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.

Diploma of Community Development

Course Code: CHC51402

Campus

Footscray Nicholson.

Career Opportunities

Community capacity building, community engagement, community development work, community projects and local government.

Scope of Delivery

Full-time and part-time.

Course Objectives

This course applies to community work delivered through a broad range of services which contributes to the development of community capacity through community consultation, public education, health promotion and advocacy.

Entry Requirements

To qualify for admission students must have completed the equivalent of two or more years of paid and/or voluntary community sector, post secondary school and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able to complete the course.

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

Selection Procedures/Selection Criteria

To qualify for Entry to the course:

All students are required to have completed the equivalent of two or more years of paid and/or voluntary community sector related work, post secondary school, and be able to demonstrate their ability to be able to complete the course.

Applicants may apply for entry under the VCE Category or under the Alternative Category Entry:

- Victoria Certificate of Education (VCE) Entry
- Applicants must have successfully completed a BOS approved Year 12 course.
- Alternative Category Entry

Course Duration

This course is offered on a full-time basis over a minimum of 1347 hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCAD3A	Undertake systems advocacy	90
CHCCD4B	Develop and implement community programs	150
CHCCD5B	Develop community resources	90
CHCCD8B	Support community action	90
CHCCD9B	Support community leadership	90
CHCCD14B	Implement a community development strategy	70

CHCCD15B	Develop and implement a community development strategy	150
CHCCOM4B	Develop, implement and promote effective communications techniques	75
CHCCS402A	Respond holistically to client issues	75
CHCINF5B	Meet statutory and organisational information requirements	90
CHCNET3B	Develop new networks	75
CHCNET4A	Work with others	70
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCPOL3A	Undertake research activities	50
CHCPOL4A	Develop and implement policy	
CHCPOL5A	Manage research activities	75

Elective Units of Study

At least three units, selected by the student with the approval of the Head of Department, may be selected from the following list, 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:

Unit of Study Code		Hours
CHCAD4A	Provide advocacy and representation	90
CHCADMIN3B	Undertake administrative work	50
CHCCD2B	Provide community education projects	70
CHCCD18A	Facilitate the development of community capacity to manage place	150
CHCCD19A	Establish and maintain community, government and business partnerships	150
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCCS6B	Assess and deliver services to clients with complex needs	50
CHCGROUP3C	Plan and conduct group activities	50
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCORG27A	Provide mentoring support to colleagues	60
LGACOM502A	Devise and conduct community consultation	40
SRXHRM001B	Manage volunteers	20
SRXTEM003A	Work autonomously	7

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.

Diploma of Community Services (Lifestyle and Leisure)

Course Code: CHC50802

Campus

Footscray Nicholson.

Career Opportunities

Lifestyle and leisure co-ordinator.

Scope of Delivery

Full-time and part-time.

Course Objectives

The course is appropriate for workers in residential facilities and/or in community agencies and day centres, under supervision within defined organisational guidelines.

Entry Requirements

To qualify for admission it is preferred that applicants have completed either the either an aged care course at AQF level III or equivalent or a disability course at AQF level IV or equivalent. All applicants must attend an interview.

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

This course is offered on a full-time basis over a minimum of 887 hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCCD12C	Apply a community development framework	50
CHCCOM4B	Develop, implement and promote effective communication techniques	75
CHCCS401A	Facilitate a co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCGROUP3C	Plan and conduct group activities	50
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCORG28A	Reflect and improve upon professional practice	120
CHCRH1A	Orientation to work in the 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
And one of the following units:		
CHCORG5B	Maintain an effective work environment	50
<i>or</i>		
CHCORG23C	Co-ordinate work	60

Elective Units of Study

At least three units, selected by the student with the approval of the Head of Department, may be selected from the following list, 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:

Unit of Study Code		Hours
CHCAD4A	Provide advocacy and representation	90
CHCADMIN3B	Undertake administrative work	50
CHCCD2B	Provide community education projects	70
CHCCD18A	Facilitate the development of community capacity to manage place	150
CHCCD19A	Establish and maintain community, government and business partnerships	150
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCCS6B	Assess and deliver services to clients with complex needs	50
CHCGROUP3C	Plan and conduct group activities	50
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCORG27A	Provide mentoring support to colleagues	60
LGACOM502A	Devise and conduct community consultation	40
SRXHRM001B	Manage volunteers	20
SRXTEM003A	Work autonomously	7

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.

Diploma of Community Welfare Work

Course Code: CHC50702

Campus

Footscray Nicholson.

Career Opportunities

Human services, community sector and welfare.

Scope of Delivery

Full-time and part-time.

Course Objectives

This course applies to workers who are usually involved in service delivery, either direct client work and/or health promotion 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.

Entry Requirements

To qualify for admission students must have completed the equivalent of two or more years of paid and/or voluntary welfare related work, post secondary school and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria

Entry to the course will be based on the Supplementary Application form, a group interview, a brief written assessment and a reference.

Successful applicants will be selected on the basis of their group and interpersonal skills, flexibility and openness to change, understanding of the Welfare Industry area, ability to think analytically, and their social awareness and commitment. All applicants must satisfactorily complete a written task to at least Year 12 standard

Course Duration

This course is offered on a full-time basis over a minimum of 1247 hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
CHCADMIN4B	90
CHCCD15B	150
CHCCM3B	75
CHCCOM4B	75
CHCCS402A	75
CHCCWI3B	75
CHCGROUP3C	50
CHCINF5B	90
CHCNET3B	75
CHCOHS401A	50
CHCORG6B	90
CHCORG28A	120
CHCPOL3A	50
CHCPOL4A	90
OR	
CHCAD3A	90
CHCAD4A	90

Elective Units of Study

At least four units, selected by the student with the approval of the Head of Department, may be selected from the following list, 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:

Unit of Study Code	Hours
CHCAC3C	50
CHCAC7C	100
CHCAC12C	90
CHCAC15A	60
CHCAD2B	75
CHCAD3A	90
CHCADMIN3B	50
CHCAOD8C	150
CHCAOD9C	150
CHCCAR501A	90
CHCCD2B	70
CHCCD5B	90
CHCCD6B	90
CHCCD8B	90
CHCCD9B	90
CHCCD13B	70
CHCCD14B	70
CHCCED501A	60
CHCCHILD1C	30
CHCCHILD2C	50
CHCCM4B	90
CHCCS4C	90
CHCCS6B	50
CHCCS7C	75
CHCCS9A	50
CHCCS401A	40
CHCCS404A	75
CHCCS405A	30
CHCCS406A	75
CHCCS501A	150
CHCCSL601A	90
CHCCSL602A	120
CHCCSL603A	120
CHCCSL604A	90
CHCCWI2B	50
CHCCWI4A	90
CHCDFV10B	40
CHCDFV2B	50
CHCDFV4B	50
CHCDFV5B	70
CHCDIS2B	90
CHCDIS4B	90
CHCDIS6C	90

CHCDIS7B	Design and adapt surroundings to group requirements	90
CHCDIS9B	Maximise participation in work by people with disabilities	50
CHCDIS10B	Provide care and support	50
CHCDIS11B	Co-ordinate disability work	150
CHCHPROM2A	Implement health promotion and community intervention	75
CHCLEG401A	Utilise legislation	50
CHCMED408A	Identify the need for alternative dispute resolution	50
CHCMED409A	Facilitate alternation dispute resolution processes	50
CHCMH1B	Orientation to mental health work	50
CHCMH7A	Provide, with consumers, support and interventions to meet the needs of carers and families	90
CHCMH8A	Provide interventions to meet the needs of consumers with mental health and AOD issues	90
CHCORG8C	Establish and manage new programs or services	75
CHCORG24B	Provide leadership in community services delivery	120
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCORG27A	Provide mentoring support to colleagues	60
CHCORG29A	Provide coaching and motivation	70
CHCPOL5A	Manage research activities	75
CHCPROT11B	Prepare for care and protection of clients in specific need	90
CHCRF2A	Provide intervention support to children and families	70
CHCYTH4C	Support young people in crisis	40
CHCYTH6C	Provide appropriate services for young people	150
CHCYTH8B	Manage service response to young people in crisis	150
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid	30
SRXTEM003A	Work autonomously	7

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 IV in Alcohol and Other Drugs Work

Course Code: CHC41702

Campus

Footscray Park.

Career Opportunities

Alcohol and other drug rehabilitation workers, outreach.

Scope of Delivery

Full-time or part-time.

Course Objectives

This course covers workers who provide a range of services and interventions to clients with AOD issues and/or implement health promotion and community interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

Entry Requirements

To qualify for admission students must all applicants must be currently employed in the drug and alcohol sector, attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria

Course is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

Course Duration

The course may be offered on a full-time basis over a minimum of 715 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCAOD2B	Orientation to the 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	150
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS301A	Work within a legal and ethical framework	50
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCCS405A	Work effectively with culturally diverse units and co-workers	30
CHCNET4A	Work with others	70
CHCOHS301A	Participate in workplace safety procedures	30
CHCORG5B	Maintain an effective work environment	50

Elective Units of Study

At least 2 units selected from the following:

Unit of Study Code		Hours
CHCAOD10A	Work with clients who have alcohol and/or other drugs issues	75
CHCAOD9C	Provide alcohol and/or other drug withdrawal services	150
CHCCM2C	Establish and monitor a case plan	50
CHCCS403A	Provide brief intervention	75
CHCHPROM1A	Share health information	50
CHCMH8A	Provide interventions to meet the needs of consumers with mental health and AOD issues	90
HLTFA1A	Apply basic First Aid	10
HLTFA2A	Apply advanced First Aid (depending on jurisdiction)	30

At least one unit selected from the following:

Unit of Study Code		Hours
BSBCMN206A	Process and maintain workplace information	
CHCAOD7B	Provide needle exchange services	50
CHCCD4B	Develop and implement community programs	150
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
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
CHCCS9A	Provide support services to clients	50
CHCHPROM2A	Implement health promotion and community intervention	75
CHCMH1B	Orientation to mental health work	50
CHCRF2A	Provide intervention support to children and families	70
CHCYTH10A	Work effectively with the families of young people	50

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

Diploma of Alcohol and Other Drugs Work

Course Code: CHC51102

Campus

Footscray Park.

Career Opportunities

Alcohol and other drug rehabilitation workers, outreach.

Scope of Delivery

Full-time and part-time.

Course Objectives

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

Entry Requirements

To qualify for admission students must be currently employed in the drug and alcohol sector and attend a selection interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able complete the course.

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

Selection Procedures/Selection Criteria

Course is offered only in conjunction with the Diploma of Youth Work interested applicants should meet all the requirements of the Youth Work selection procedures and criteria.

Course Duration

This course is offered on a full-time basis over a minimum of 1082 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
CHCAD1C Advocate for clients	20
CHCAOD8C Assess the needs of clients who have alcohol and/or other drugs issues	150
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
CHCCOM3C Utilise specialist communication skills to build strong relationships	50
CHCCS1B Deliver and monitor services to clients	20
CHCCS402A Respond holistically to client issues	75
CHCCS405A Work effectively with culturally diverse clients and co-workers	30
CHCCWI3B Work with clients intensively	75
CHCNET4A Work with others	70
CHCORG28A Reflect and improve upon professional practice	120
And one of the following	
CHCOHS301A Participate in workplace safety procedures	30
or	
CHCOHS401A 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
CHCAD3A Undertake systems advocacy	90
CHCAD4A Provide advocacy and representation	90
CHCAOD9C Provide alcohol and/or other drug withdrawal services	150

CHCCD2B Provide community education projects	70
CHCCM3B Develop, facilitate and monitor all aspects of case management	75
CHCCM4B Promote high quality case management	90
CHCCS3C Co-ordinate the provision of services and programs	75
CHCCS403A Provide brief intervention	75
CHCCSL601A Work within a structured counselling process	90
CHCCSL602A Facilitate the counselling relationship	120
CHCCSL603A Provide support for clients implementing a course of action	120
CHCCSL604A Reflect and improve upon counselling skills	90
CHCDFV5B Counsel clients affected by domestic and family violence	70
CHCHPROM2A Implement health promotion and community intervention	75
CHCINF5B Meet statutory and organisational information requirements	90
CHCMH7A Provide, with consumers, support and interventions to meet the needs of carers and families	90
CHCMH8A Provide interventions to meet the needs of Consumers with mental health and AOD issues	90
CHCORG11B Lead and develop others	90
CHCORG25B Recruit and co-ordinate volunteers	70
CHCORG27A Provide mentoring support to colleagues	60
CHCYTH10A Work effectively with the families of young people	50
SRXTEM003A Work autonomously	7
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.	

Certificate IV in Youth Work

Course Code: CHC40602

Campus

St Albans, Footscray Park.

Career Opportunities

Youth work, community youth work, outreach, local government.

Scope of Delivery

Full-time and part-time.

Course Objectives

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

Entry Requirements

To qualify for admission students must all applicants must complete a group interview, and be able to demonstrate to the satisfaction of the Head of Department, their ability to complete the course.

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

Selection Procedures/Selection Criteria

Applicants should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview.

Course Duration

The course may be offered on a full-time basis over a minimum of 725 nominal hours or part-time equivalent.

Course Structure

Unit of Study Code	Hours
CHCYTH1C Work effectively with young people	40
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
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50
CHCCS301A	Work within a legal and ethical framework	50
CHCCS401A	Facilitate co-operative behaviour	40
CHCCS402A	Respond holistically to client issues	75
CHCCS405A	Work effectively with culturally diverse clients and co-workers	30
CHCOHS301A	Participate in workplace safety procedures	30
And 1 of the following units:		
CHCYTH4C	Support young people in crisis	40
OR		
CHCYTH7C	Respond to critical situations	90
Electives		
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:		
Unit of Study Code		Hours
BSBCMN206A	Process and maintain workplace information	
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
CHCCS9A	Provide support services to clients	50
CHCNET4A	Work with other services	70
CHCORG5B	Maintain an effective work environment	50
CHCYTH10A	Work effectively with the families of young people	50
HLTFA1A	Apply basic First Aid	10
<i>and/or</i>		
HLTFA2A	Apply advanced First Aid (depending on jurisdiction)	30
HLTFA3A	Maintain First Aid equipment and resources	20
CHCCM1C	Undertake case management	20
<i>or</i>		
CHCCM2C	Establish and monitor a case plan	50
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.		

Diploma of Youth Work

Course Code: CHC50502

Campus

St Albans, Footscray Park.

Career Opportunities

Youth work, community youth work, outreach, local government.

Scope of Delivery

Full-time and part-time.

Course Objectives

This course covers people with responsibility for the development and the outcomes of programs and services for young people managed through a range of community and institution-based agencies and designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people.

Entry Requirements

To qualify for admission students must demonstrate experience either paid or unpaid in the youth work sector or Community services Industry. All applicants must attend an interview and be able to demonstrate to the satisfaction of the Head of Department, their ability to be able to complete the course.

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

Selection Procedures/Selection Criteria

Applicants should apply through VTAC, complete a TAFE Supplementary Application Form and participate in a group interview.

Course Duration

This course is offered on a full-time basis over a minimum of 912 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
CHCAD2B	Support for the interests, rights and needs of clients within duty of care requirements	75
CHCCHILD1C	Identify and respond to children and young people at risk of harm	30
CHCCOM4B	Develop, implement and promote effective communication techniques	75
CHCCS3C	Co-ordinate the provision of services and programs	75
CHCCS402A	Respond holistically to client issues	75
CHCGROUP3C	Plan and conduct group activities	50
CHCNET4A	Work with other services	70
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace	50
CHCYTH5C	Support youth programs	150
CHCYTH6C	Provide appropriate services for young people	150
CHCYTH8B	Manage service response to young people in crisis	150

Elective Units of Study

At least two 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

Diploma level:

Unit of Study Code		Hours
CHCAOD8C	Assess the needs of clients who have alcohol and/or other drugs issues	150
CHCCM2C	Establish and monitor a case plan	50
CHCCM3B	Develop, facilitate and monitor all aspects of case management	75
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
CHCCWI4A	Design and supervise family intervention strategies	90
CHCDFV5B	Counsel clients affected by domestic and family violence	70
CHCMH1B	Orientation to mental health work	50
CHCNET3B	Develop new networks	75
CHCORG25B	Recruit and co-ordinate volunteers	70
CHCORG27A	Provide mentoring support to colleagues	60
CHCPOL4A	Develop and implement policy	
CHCRF2A	Provide intervention support to children and families	70
CHCYTH9C	Develop and implement procedures to enable young people to address their needs	150
CHCYTH10A	Work effectively with the families of young people	50
SRXTEM003A	Work autonomously	7

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.

Advanced Diploma of Justice*incorporating***Diploma of Justice****Certificate IV in Justice**

Course Code: 21214VIC Advanced Diploma

Course Code: 21213VIC Diploma

Course Code: 21212VIC Certificate IV

Campus

St Albans, Werribee.

Career Opportunities

This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.

Scope of Delivery

Full-time, part-time and flexible delivery.

Course Objective

The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 6. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Applicants need to have studied arts type subjects, such as Legal Studies, History, English Literature and/or Social Science. Mature aged adult learner provisions apply. These applicants may apply directly to Victoria University of Technology. All students must complete a supplementary 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.

Selection Procedures/Selection Criteria

Applicants are required to complete a TAFE Supplementary Application form.

Course Duration

The Advanced Diploma of Justice 21214VIC requires two years full-time study (1329 nominal hours) or part-time equivalent. The Diploma of Justice 21213VIC may be offered on a full-time basis over 1075 nominal hours or part-time equivalent. The Certificate IV in Justice 21214VIC may be offered on a full-time basis over 650 nominal hours or part-time equivalent.

Course Structure**Certificate IV in Justice 21212VIC**

Students must successfully complete the following Core modules and two elective modules.

Core

Unit of Study Code	Hours
PSPOHS401	Implement and Monitor the Organisation's Occupational Health and Safety Policies, Procedures and Programs
VAK247	Work Environment – Planning Work Tasks
VAK262	Work Environment – Supervision
VBK280	Legal Aspects 1 for Justice Studies
VBK281	Legal Aspects 2 for Justice Studies
VBK283	Australian Criminal Justice System
VBK288	Social Research and Analysis

VBK291	Justice Communication	40
VBK293	Workplace Practice	54
VBK294	Organisational Principles and Practices 1	54

National Information Technology and/or National Office Skills computing modules selected by the student, with the approval of the Head of Department, having regard to the list of relevant modules specified in National Information Technology Computer Skills module bank; ACTRAC, published 1995; National Office Skills computer module bank, ACTRAC, published 1996.

Elective Modules

Unit of Study Code	Hours
VAK060	Customs
VAL651	Sheriff: Authority and Functions
VBK296	Municipal Law Enforcement
VBK297*	Current Issues in Local Government – Best Value
VBK298*	Current Issues in Local Government – Business Practices
VBK299*	Current Issues in Local Government – Developing Business Plans
VBK300*	Current Issues in Local Government – Town Planning
VBK301	Correctional Systems
VBK304	Contemporary Policing

*These modules must be taken together

Certificate IV in Justice

Course Code: 21212VIC

Career Opportunities

This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.

Scope of Delivery

Full-time, part-time and flexible delivery.

Course Objective

The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 6. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Mature aged adult learner provisions apply. These applicants may apply directly to Victoria University of Technology. All students must complete a supplementary 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.

Selection Procedures/Selection Criteria

Applicants are required to complete a TAFE Supplementary application form.

Course Duration

To complete the Certificate IV in Justice(21212VIC), one year of full-time study or approximately two years of part-time study is required.

Course Structure

Unit of Study Code	Hours
PSPOHS401	Implement and Monitor the Organisation's Occupational Health and Safety Policies, Procedures and Programs
VAK247	Work Environment – Planning Work Tasks
VBK280	Legal Aspects 1 for Justice Studies
VBK281	Legal Aspects 2 for Justice Studies

VBK283	Australian Criminal Justice System	54
VBK288	Social Research and Analysis	54
VBK291	Justice Communication	40
VBK293	Workplace Practice	54
VBK294	Organisational Principles and Practices 1	54

National Information Technology and/or National Office Skills computing modules selected by the student, with the approval of the Head of Department, having regard to the list of relevant modules specified in – National Information Technology Computer Skills module bank; ACTRAC, published 1995; National Office Skills computer module bank, ACTRAC, published 1996.

Elective Modules

Unit of Study Code		Hours
VAK060	Customs	54
VAL651	Sheriff: Authority and Functions	54
VBK296	Municipal Law Enforcement	54
VBK297*	Current Issues in Local Government – Best Value	12
VBK298*	Current Issues in Local Government – Business Practices	12
VBK299*	Current Issues in Local Government – Developing Business Plans	12
VBK300*	Current Issues in Local Government – Town Planning	18
VBK301	Correctional Systems	54
VBK304	Contemporary Policing	54

*These modules must be taken together

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

Diploma of Justice

Course Code: 21213VIC

Students must successfully complete the core and elective modules for Certificate IV in Justice 21212VIC plus the following core modules and two additional electives

Unit of Study Code		Hours
VAK327	Work Environment – Staffing	38
VAL689	Sociology	68
VBK282	Legal Aspects 3 for Justice Studies	75
VBK284	Criminology	68
VBK285	Justice Delivery	54
VBK289	Applied Psychology	68
VBK290	Cultural Diversity	54

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

Advanced Diploma of Justice

Course Code: 21214VIC

Students must successfully complete the core and elective modules for the Diploma of Justice 21213VIC and the following core modules and one elective.

Core

Unit of Study Code		Hours
VAK602	Work Environment – Planning and Organising	38
VBK286	Juvenile Justice	54
VBK287	Crime Prevention	54
VBK295	Organisational Principles and Practices 2	54

Elective

VAJ921	Consumer Law and Advocacy	54
VBK302	Human Rights	54
VBK303	Current Issues in Community Law	54
VBK305	Economics for Justice Studies	54

Elective modules are selected by the student with approval of the Head of Department.

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

Department of Sport Recreation and Performance

The Department of Sport Recreation and Performance–TAFE offers a range of courses at Certificate and Diploma levels that provide vocational education for the Sport and Recreation industry ranging from pre-employment through to para-professional level.

Code

SRF20201	Certificate II in Fitness
SRF30201	Certificate III in Fitness
SRF40201	Certificate IV in Fitness
SRO20299	Certificate II in Outdoor Recreation
SRS20299	Certificate II in Sport (Career Oriented Participation)
SRS30299	Certificate III in Sport (Career Oriented Participation)
SRO20199	Certificate II in Sport and Recreation
SRO30199	Certificate III in Sport and Recreation
SRO20103	Certificate II in Sport and Recreation
SRO30103	Certificate III in Sport and Recreation
SRO40103	Certificate IV in Sport and Recreation
SRO50103	Diploma of Sport and Recreation
SRC20201	Certificate II in Community Recreation
SRC30201	Certificate III in Community Recreation
SRC40201	Certificate IV in Community Recreation
SRC502001	Diploma of Community Recreation
SRO40199	Certificate IV in Sport and Recreation
SRO50199	Diploma of Sport and Recreation
SRS40399	Certificate IV in Sports (Development)
SRS50399	Diploma of Sport (Development)
SRS40503	Certificate IV in Sports (Development)
SRS50503	Diploma of Sports (Development)
21237VIC	Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)
21052VIC	Diploma of Arts (Small Companies and Community Theatre)

In addition to these courses, the Department of Sport, Fitness and Recreation–TAFE conducts traineeships.

Jane McLennan

Head, Department of Sport Recreation and Performance–TAFE

Certificate II in Fitness

Course Code: SRF20201

Campus

To be advised.

Career Opportunities

Further study, educational component of fitness traineeship

Scope of Delivery

This course is offered as a traineeship, or as a VET in Schools.

Course Objective

The course aims to provide students with a pathway to further study, which will enable them to gain employment in the fitness industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2.

Selection Procedures/Selection Criteria

Applicants would normally be employed as a Fitness trainee or be enrolled in the course through their existing VCE program.

Course Duration

The course may be offered on a full-time basis over 17 weeks (327 nominal hours) or part-time equivalent. This course is also available as a traineeship.

Course Structure*Core Units of Study*

Unit of Study Code

Unit of Study Code	Hours
PUXEMEO01A	10
SRXCLS002A	10
SRXCOM002A	10
SRXEME002A	5
SRXIND002A	10
SRXOHS001A	10
SRXORG002A	10
SRXTEC002A	20
SRXTEM002A	10

Fitness Stream Units

SRFFIT001A	15
SRFFIT002A	15

Electives Units

Students must complete seven elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package. Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.

SRXIND004A	Establish and maintain an effective industry network	8
SRXORG003A	Coordinate work and work priorities in a sport and recreation organisation	8
SRXRIS001A	Undertake risk analysis of activities	10
SRXTEC003A	Design, develop and produce documents, reports and worksheets using advanced functions	8
SRXTEM003A	Work autonomously	7
SRXTEM004A	Deal with conflict	10
<i>Fitness Stream Units</i>		
SRFFIT001A	Provide orientation to clients prior to undertaking a fitness program	15
SRFFIT003A	Undertake client induction and screening	15
SRFFIT004A	Develop basic fitness programs	20
SRFFIT005A	Apply basic exercise science to fitness instruction	15
SRFFIT006A	Use & maintain core fitness industry equipment	10
SRSTR001A	Implement sports first aid procedures and apply sports first aid	25
SRXCAI004A	Plan a sport and recreation session for clients	8
SRXCAI005A	Conduct a sport and recreation session for clients	8
SRXFAC001A	Maintain equipment for activities	5
SRXGRP001A	Facilitate a group	8
<i>Fitness Specialisation Elective Units of Study</i>		
SRFAER001A	Plan and instruct a group exercise class	20
SRFAQA001A	Instruct water based fitness classes for the general population	65
SRFGYM001A	Instruct fitness activity skills to a client using fitness equipment	20

Electives Units

Students must complete 4 elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

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

Certificate III in Fitness

Course Code: SRF30201

Campus

Footscray Park, South Melbourne.

Career Opportunities

Aerobic, fitness or aquatic instructor

Scope of Delivery

This course is offered on a full-time basis at the South Melbourne campus and part-time at the Footscray Park campus over one semester.

Course Objective

The course aims to provide training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

Selection Procedures/Selection Criteria

All applicants 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

The course may be offered on a full-time basis over 1 year (489 nominal hours) or part-time equivalent.

Course Structure*Core Units of Study*

Unit of Study Code

Unit of Study Code	Hours
SRXCLS003A	8
SRXCOM003A	7
SRXEME003A	8
SRXIND003A	10

Certificate IV in Fitness

Course Code: SRF40201

Campus

Footscray Park, South Melbourne.

Career Opportunities

Personal trainer, aerobic, fitness or aquatic instructor

Scope of Delivery

This course is offered on a full-time and part-time basis at the South Melbourne campus.

Course Objective

The course aims to provide advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor.

Entry Requirements

To qualify for admission to the course, applicants must have completed year 12 and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5. Applicants must have also completed Certificate III Fitness or equivalent.

Selection Procedures/Selection Criteria

All applicants 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

The course may be offered on a full-time basis over one year (743 nominal hours) or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code	Hours
SRXCLS004A	7
SRXCOM004A	7
SRXOHS002A	12
SRXORG004A	10
SRXORG005A	6
SRXORG006A	15
SRXTEC004A	7
SRXTEM005A	12
<i>Fitness Stream Units</i>	
SRFFIT007A	20
SRFFIT008A	30
SRFFIT009A	20
SRFFIT010A	20
SRFFIT011A	20
SRFFIT012A	20
SRXCAI006A	10
SRXCAI007A	10
SRXGRP002A	6
<i>Fitness Specialisation Electives Units</i>	
SRFOLD001A	30
SRFPPT001A	30
SRFSPP001A	30

Electives Units

Students must complete four elective units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

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

Certificate II in Outdoor Recreation

Course Code: SRO20299

Campus

To be advised.

Career Opportunities

Further study, educational component of traineeship.

Scope of Delivery

This course is only offered as a traineeship or as VET in schools.

Course Objectives

The course aims to provide training for entry-level employees working under direct supervision in the outdoor recreation industry.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

Course Duration

The course may be offered on a full-time basis over 341 nominal hours or part-time equivalent.

Course Structure

Core units (193 nominal hours)

Unit of Study Code	Hours
PUXEME001A	10
SROOPS001A	10
SROORE001A	6
SROORE002A	8
SRXCAI001A	6
SRXCAI002A	8
SRXCLS002A	10
SRXCOM001A	10
SRXCOM002A	10
SRXEME001A	10
SRXEME002A	5
SRXIND001A	10
SRXIND002A	10
SRXOHS001A	10
SRXORG001A	10
SRXORG002A	10
SRXTEC001A	20
SRXTEC002A	10
SRXTEM002A	10
SRXTEM001A	10

Elective Units of Study (totalling 148 nominal hours)

Two clusters of Outdoor Recreation Specialisation units selected from:

- Abseiling – artificial surface
- Abseiling – natural surface;
- Bushwalking;
- Canoeing – canoes
- Canoeing – kayaks
- Canoeing – sea kayaks;
- Canyoning;
- Caving;
- Climbing – artificial wall
- Climbing – natural surface;
- Cycling;
- Fishing;
- Horseriding;
- SCUBA;
- Skiing;
- Skitouring;
- Snorkelling;
- Surfing;

- Yachting – ballasted yacht
- Yachting – motor cruisers
- Yachting – sailboards
- Yachting – small boat;
- Sport and Recreation.

as specified in Section 6.3 of the Outdoor Recreation Industry Training Package (SRO99), Australian National Training Authority, 2000.

A minimum of four elective units having regard to relevant units in any nationally endorsed Industry Training Package.

All units are selected by the student, with approval of the Head of Department, and must be relevant to the occupational outcome sought at Australian Qualifications Framework Level 2.

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

SRSCOP 002A	Plan for and participate in a media interview	10
SRSCOP 003A	Demonstrate personal image and presentation skills	5
SRSCOP 004A	Develop negotiation skills	10
SRSCOP 005A	Demonstrate basic assertive communication skills	10
SRSCOP 006A	Complete a tax return	10
SRSCOP 007A	Develop a financial goal setting plan	10
SRSCOP 008A	Prepare a pre or post event meal	15
SRSCOP 011A	Develop an integrated time management plan	10
SRSCOP 012A	Develop a travel and accommodation plan	5
SRSCOP 013A	Develop a career goal setting plan	5
SRSCOP 014A	Prepare to study	5

Sport Specialisation cluster of units (130 nominal hours)

One cluster of sport specialisation units to be selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the:

Qualifications Framework for the National Sport Industry Training Package SRS99 (Version 2.00, January 2001);

Electives Units

Four elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the:

- Qualifications Framework for the National Sport Industry Training Package SRS99 (Version 2.00, January 2001);
- Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
- any other nationally endorsed Industry Training Package related to the industry.

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

Certificate II in Sport (Career Oriented Participation)

Course Code: SRS20299

Campus

To be advised.

Career Opportunities

Continuing students only.

Scope of Delivery

This course is offered to elite level athletes through their existing sporting club or organization.

Course Objectives

The course aims to provide students with a pathway to further study, which will enable them to gain employment in the sport industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2.

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

Selection Procedures/Selection Criteria

This program is only available to elite level athletes through their existing sporting club or organization.

Course Duration

The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent.

Course Structure

Core Units of Study – (195 nominal hours)

Unit of Study Code	Hours
PUXEMEO01A	10
SRXCLS002A	10
SRXCOM002A	10
SRXEME002A	10
SRXIND002A	10
SRXOHS001A	10
SRXORG002A	10
SRXTEC002A	10
SRXTEM002A	10
SRSCOP 001A	10

Certificate III in Sport (Career Oriented Participation)

Course Code: SRS30299

Campus

South Melbourne

Career Opportunities

To be advised.

Scope of Delivery

Industry

Course Objectives

The course is appropriate for athletes with advanced skills who wish to compete primarily as a professional athlete.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3 and meet the requirements of the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

This program is only available to elite level athletes through their existing sporting club or organization.

Course Duration

The course may be offered on a full-time basis over 590 nominal hours or part-time equivalent.

Course Structure

Unit of Study Code	Hours
SRSCOP001A	10
SRSCOP002A	10
SRSCOP003A	5
SRSCOP004A	10
SRSCOP005A	10

SRSCOP013A	Develop a career goal setting plan	5
SRSCOP015A	Prepare a public speaking presentation for informative, motivational and persuasive talks	5
SRSCOP016A	Prepare for a media interview	5
SRSCOP018A	Develop advanced assertive communication skills	5
SRSCOP019A	Develop a sponsorship proposal	10
SRSCOP020A	Develop a personal financial plan	5
SRSCOP021A	Collect information on contracts	5
SRSCOP022A	Collect information on elite athletes	5
SRSCOP024A	Prepare for an overseas sporting event	5
SRSCOP026A	Prepare to participate in competition	10
SRXCLS002A	Deliver service to clients	10
SRXCLS003A	Co-ordinate interaction with clients	8
SRXCOM002A	Receive and pass on information to facilitate effective routine communication	10
SRXCOM003A	Collect and provide information to facilitate Communication flow	7
SRXEME001A	React safely in an emergency and help prevent emergencies	10
SRXEME002A	Participate in the control of minor emergencies	10
SRXEME003A	Respond to emergency situations	8
SRXIND001A	Develop a knowledge of the sport and recreation industry	10
SRXIND003A	Apply sport and recreation law	10
SRXIND004A	Establish and maintain an effective industry network	8
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
SRXORG002A	Work effectively in a sport and recreation organisation	10
SRXORG003A	Co-ordinate work and work priorities in a sport and recreation organisation	8
SRXRIS001A	Undertake risk analysis of activities	10
SRXTEC001A	Operate a computer to gain access to and retrieve data using keyboard skills	20
SRXTEC002A	Operate a computer and printer to produce simple documents	10
SRXTEC003A	Design, develop and produce documents, reports and worksheets using advanced functions	8
SRXTEM002A	Support the work of a team	10
SRXTEM003A	Work autonomously	7
SRXTEM004A	Deal with conflict	10
Sport Specialisation Units		
One of the following clusters of units:		
Unit of Study Code		Hours
Australian football		
SRSAPT016A	Develop the advanced skills of Australian football	65
SRSAPT017A	Develop the advanced tactics of Australian football	65
Golf		
SRS GOL011A	Develop the advanced skills of golf	45
SRS GOL012A	Develop the advanced tactics and strategies of golf in a competitive situation	45
SRS GOL013A	Interpret and apply the rules of golf at the advanced level	45
SRS GOL014A	Participate in conditioning for golf	45
Netball		
SRSNET011A	Develop the advanced skills of netball	65
SRSNET012A	Perform the advanced tactics and strategies of netball in a competitive situation	55
Rugby League		
SRSRLG009A	Develop advanced skills of rugby league football	65
SRSRLG010A	Perform the advanced tactics and strategies of rugby league football in a competitive situation	
Rugby Union		
SRSRUN011A	Develop advanced skills of rugby union	65
SRSRUN012A	Perform the advanced tactics and strategies of rugby union in a competitive situation	55
Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.		

Certificate II in Sport and Recreation

Course Code: SRO20199

Campus

To be advised.

Career Opportunities

Further study, educational component of sport traineeship

Scope of Delivery

This course is only offered as a traineeship or as VET in schools.

Course Objective

This course aims to provide training for persons working in the administrative and retail sectors of the sport and recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

Course Duration

The course may be offered on a part-time basis over 1 year (323 nominal hours). This course is also available as a traineeship.

Course Structure

Core Pre-requisites and Co-requisites Units of Study

Unit of Study Code		Hours
SRXEME001A	React safely in an emergency & help prevent emergencies	10
SRXIND001A	Develop knowledge of the sport & recreation industry	10
SRXTEC001A	Operate a computer to gain access to & retrieve data using keyboard skills	20

Core Units of Study

Unit of Study Code		Hours
PUXEME001A	Provide emergency care	10
SRXCLS002A	Deliver service to clients	10
SRXCOM002A	Receive & pass on information to facilitate effective routine communication	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXIND002A	Develop & implement a career path	10
SRXOHS001A	Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG002A	Work effectively in a sport & recreation organisation	10
SRXTEC002A	Operate a computer & printer to produce simple documents	10
SRXTEM002A	Support the work of a team	10

Compulsory Stream Units

Unit of Study Code		Hours
SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM007A	Select, operate & maintain a range of office equipment to complete a range of tasks	8
SRXADM008A	Organise the copying & collating of documents	10

Elective Units of Study

Five units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

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

Certificate III in Sport and Recreation

Course Code: SRO30199

Campus

To be advised.

Career Opportunities

Further study

Scope of Delivery

Continuing students only. This course is only offered as a traineeship

Course Objective

This course aims to provide training for persons employed in the sport and recreation industry who's focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3. Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee and complete the qualification as a requirement of the traineeship.

Course Duration

The course may be offered on a full-time basis over 6 months (474 nominal hours) or part-time equivalent. This course is also available as a traineeship.

Course Structure

Core Pre-requisites and Co-requisites Units of Study

Unit of Study Code	Hours
SRXCLS002A	10
SRXCOM002A	10
SRXEME001A	10
SRXEME002A	5
SRXIND001A	10
SRXOHS001A	10
SRXORG002A	10
SRXTEM002A	10
SRXTEC001A	20
SRXTEC002A	10
<i>Core Units of Study</i>	
SRXCLS003A	8
SRXCOM003A	7
SRXEME003A	8
SRXIND003A	10
SRXIND004A	8
SRXORG003A	8
SRXRIS001A	10
SRXTEC003A	8
SRXTEM003A	7
SRXTEM004A	10

Stream Core Pre-requisite and Co-requisite Units

Unit of Study Code	Hours
SRXADM001A	6
SRXADM002A	12
SRXADM003A	12
SRXADM004A	15
SRXADM005A	5
SRXADM006A	10
SRXADM007A	8
<i>Stream Core Units of Study</i>	
SRXADM009A	8
SRXADM010A	15
SRXADM011A	10

Elective Units of Study

Five elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

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

Certificate II in Sport and Recreation

Course Code: SRO20103

Campus

South Melbourne

Career Opportunities

Further study, educational component of sport traineeship

Scope of Delivery

This course is only offered as a traineeship or as VET in schools.

Course Objective

This qualification facilitates the development of a range of knowledge and skills in the Sport and Recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

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

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

Course Duration

The course may be offered on a part-time basis over 1 year (508 nominal hours). This course is also available as a traineeship.

Course Structure

Unit of Study Code	Hours
BSBCM201A	20
BSBCM202A	20
BSBCM203A	40
BSBCM204A	15
BSBCM210A	30
BSBCM215A	20

ICAITU006A	Operate computing packages	60
SRXFAD001A	Provide first aid	10
SRXGCSO02A	Deal with client feedback	10
SRXINU001A	Develop knowledge of the sport and recreation industry	10
SRXOHS001B	Follow defined Occupational Health and Safety policies and procedures	10

Specialisation Streams

A minimum of one Certificate II in Sport and Recreation (SRO20103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.

- Amenity Horticulture
- Hospitality
- General Administration
- Retail

Elective Units of Study

A minimum of five units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level I, II or III, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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

SRXGCSO02A	Deal with client feedback	10
SRXINU001A	Develop knowledge of the sport and recreation industry	10
SRXOHS001B	Follow defined Occupational Health and Safety policies and procedures	10

Specialisation Streams

A minimum of one Certificate II in Sport and Recreation (SRO20103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.

- Amenity Horticulture
- Hospitality
- General Administration
- Retail

Elective Units of Study

SRXADM009A	Maintain information records system to ensure its integrity	8
SRXADM010A	Use the advanced functions of a range of Office equipment to complete daily tasks	15
SRXADM011A	Prepare meeting details	10

Elective Units of Study

A minimum of five units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level I, II or III, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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

Certificate III in Sport and Recreation

Course Code: SRO30103

Campus

To be advised.

Career Opportunities

Further study

Scope of Delivery

To be advised.

Course Objective

This course aims to provide training for persons employed in the sport and recreation industry who's focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

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

Selection Procedures/Selection Criteria

To be advised.

Course Duration

The course may be offered on a full-time basis over a minimum of 508 nominal hours or part-time equivalent. This course is also available as a traineeship.

Course Structure

Core Units of Study

Unit of Study Code		Hours
BSBCM201A	Work effectively in a business environment	20
BSBCM202A	Organise and complete daily work activities	20
BSBCM203A	Communicate in the workplace	40
BSBCM204A	Work effectively with others	15
BSBCM210A	Implement improved work practices	30
BSBCM215A	Participate in environmental work practices	20
ICAITU006A	Operate computing packages	60
SRXFAD001A	Provide first aid	10

Certificate IV in Sport and Recreation

Course Code: SRO40103

Campus

South Melbourne.

Career Opportunities

Sports administration officer

Scope of Delivery

This course is offered on a full-time basis over one year.

Course Objective

This course aims to provide training for persons working as administrative officers in the sport and recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration

The course may be offered on a full-time basis over 958 nominal hours or part-time equivalent.

Course Structure

Core Units of Study

Unit of Study Code		Hours
BSBCM402A	Develop work priorities	30
BSBCM403A	Establish business networks	50
BSBCM404A	Develop teams and individuals	30
BSBCM405A	Analyse and present workplace information	40
BSBCM412A	Promote innovation and change	50
BSBCM413A	Implement and monitor environmental policies	40

BSBFLM404A	Lead work teams	50
SRXGCSO06A	Address client needs	10
SRXGCST05A	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
SRXRIK001A	Undertake risk analysis of activities	10
SRXTCN001A	Assist with analysis and use of emerging technology	7

Specialisation Streams

A minimum of one Certificate IV in Sport and Recreation (SRO40103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.

- Amenity Horticulture
- Events and Facilities
- General Administration
- Retail
- Sales and Marketing

Elective Units of Study

A minimum of five units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level III or IV, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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

Diploma of Sport and Recreation

Course Code: SRO50103

Campus

South Melbourne.

Career Opportunities

Sports administration officer

Scope of Delivery

Continuing students only. This course is offered on a full-time basis over two years at the South Melbourne campus.

Course Objectives

This course aims to provide training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration

The course may be offered on a full-time basis over two years (781 nominal hours) or part-time equivalent.

Course Structure**Core Units of Study**

Unit of Study Code		Hours
BSBADM502A	Manage meetings	30
BSBMGT501A	Market services and concepts to internal customers	60
BSBMGT502A	Manage people performance	60
BSBMGT507A	Manage environmental performance	60
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 a leisure and recreation service	35
SRXINU006A	Foster the values and ethos of the phenomenon of play	25
SRXINU007A	Manage evolving patterns of work to expand participation in a leisure and recreation service	15
SRXOGN002A	Manage projects	30
SRXOHS003B	Establish, maintain and evaluate the organisation's Occupational Health and Safety system	15
SRXRIK002A	Manage an organisation's risk	40

Specialisation Streams

A minimum of one Diploma of Sport and Recreation (SRO50103) specialist stream, selected by the student with the approval of the Head of Department, drawn from the Outdoor Recreation Training Package SRO03 (V1.00), Australian National Training Authority, 2003.

- Facilities
- Finance
- General Administration
- Human Resources
- Marketing
- Recreation

Elective Units of Study

A minimum of ten 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.

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

Certificate II in Community Recreation

Course Code: SRC20201

Campus

To be advised.

Career Opportunities

Further study, educational component of traineeship.

Scope of Delivery

This course is only offered as a traineeship or as VET in schools.

Course Objectives

The course aims to provide students with a pathway to further study, which will enable them to gain employment in the community recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2.

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

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee or be enrolled in the course through their existing VCE program.

Course Duration

The course may be offered on a full-time basis over 290 nominal hours or part-time equivalent.

Course Structure

Core Units of Study--(149 nominal hours)

Unit of Study Code	Hours
PUXEMEO01A Provide emergency care	10
SRXCLS002A Deliver service to clients	10
SRXCOM002A Receive and pass on information to facilitate effective routine communication	10
SRXEME002A Participate in the control of minor emergencies	5
SRXIND002A Develop and implement a career path	10
SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXORG002A Work effectively in a sport and recreation organisation	10
SRXTEC002A Operate a computer and printer to produce simple documents	20
SRXTEM002A Support the work of a team	10
SRCCRD 002A Apply the principles of community development to community recreation work	15
SRCCRO 002A Respond to clients at risk	15
SRCCRO 003A Apply point of sale handling procedures in a recreation setting	10
SRXCAI 001A Assist in preparing a sport and recreation session for clients	6
SRXCAI 002A Assist in conducting a sport and recreation session for clients	8

Elective Units of Study

Three elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

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

Certificate III in Community Recreation

Course Code: SRC30201

Campus

To be advised.

Career Opportunities

Customer service in an aquatic or recreation centre.

Scope of Delivery

This course is currently only offered as a traineeship.

Course Objective

This course aims to provide training for people in a customer service role of an aquatic or recreation centre.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

Applicants would normally be employed as a trainee.

Course Duration

The course may be offered on a full-time basis over 744 nominal hours over or part-time equivalent.

Course Structure

Core Units of Study (totalling 159 nominal hours)

Unit of Study Code	Hours
SRXCLS003A Coordinate interaction with clients	8
SRXCOM003A Collect and provide information to facilitate communication flow	7
SRXEME003A Respond to emergency situations	8
SRXWD003A Apply sport and recreation law	10
SRXIND004A Establish and maintain an effective industry network	8
SRXORG003A Coordinate work and work priorities in a sport and recreation organisation	8
SRXRIS001A Undertake risk analysis of activities	10
SRXTEC003A Design, develop and produce documents, reports & worksheets using advanced functions	8
SRXTEM003A Work autonomously	7
SRXTEM004A Deal with conflict	10
SRCCRD002A Apply principles of community development to community recreation work	15
SRCCRD003A Promote access, equity and diversity in community recreation	20
SRCCRO004A Work within a budget for a recreation initiative or program	15
SRXGRP001A Facilitate a group	8
SRXFAC001A Maintain equipment for activities	5
SRXRES001A Educate the public on the safe use of a sport and recreational resource	12

Elective Units of Study

Ten elective units (totalling 585 nominal hours) comprising:

- A minimum of five units, at Australian Qualifications Framework level three, selected from any other endorsed sport and recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training endorsed by the Australian National Training Authority.
- A maximum of five elective units selected from the units at Australian Qualifications Framework level three in any other industry related Training Package endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

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

Certificate IV in Community Recreation

Course Code: SRC40201

Campus

To be advised.

Career Opportunities

Supervisor.

Scope of Delivery

Full-time.

Course Objectives

This course aims to provide training for people who are supervising individuals or teams in a recreational facility and/or community program.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

This course is run as a dual qualification with the Certificate IV in Sport and Recreation (SRO40301).

Entry to this course is via the Certificate IV in Sport and Recreation (SRO40301).

Course Duration

The course may be offered on a full-time basis over 1043 nominal hours over or part-time equivalent.

Course Structure

Core Units of Study (totalling 184 nominal hours)

Unit of Study Code	Hours
SRXCLS004A Provide advice in order to meet current and anticipated client requirements	7
SRXCOM004A Source and present information in response to requests	7
SRXOHS002A Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs and maintain Occupational Health and Safety standards	12
SRXORG004A Plan, allocate and evaluate work carried out by teams, individuals and self	10
SRXORG005A Participate in the meeting process	6
SRXORG006A Conduct projects	15
SRXTEC004A Assist with analysis & use of emerging technology	7
SRXTEM005A Lead, manage and develop work teams	12
SRCCRD007A Develop recreation programs	20
SRCCRD008A Work effectively with government and other key stakeholders	20
SRCCRO005A Develop a budget for a recreation initiative	20
SRXEME004A Coordinate emergency response	20
SRXGRP002A Provide leadership to groups	6
SRXIND005A Promote compliance with laws & legal principles	12
SRXRES002A Improve client awareness and implementation of environmental management practices	10

Elective Units of Study

Thirteen elective units (totalling 859 nominal hours) comprising:

- A minimum of six elective units, at Australian Qualifications Framework level four, selected from any other sport and recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training endorsed by the Australian National Training Authority.
- A maximum of seven elective units selected from the relevant training package.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

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

Diploma of Community Recreation

Course Code: SRC50201

Campus

To be advised.

Career Opportunities

Recreational Manager.

Scope of Delivery

Full-time.

Course Objectives

This course aims to provide training for people who manage policies and procedures for a recreational facility and/or recreational programs.

Entry Requirements

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

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

Selection Procedures/Selection Criteria

This course is run as a dual qualification with the Diploma of Sport and Recreation (SRO50103).

Entry to this course is via the Diploma of Sport and Recreation (SRO50103).

Course Duration

The course may be offered on a full-time basis over 1531 nominal hours over or part-time equivalent.

Course Structure

Core Units of Study (totalling 624 nominal hours)

Unit of Study Code	Hours
BSXFMI501A Manage personal work priorities and professional development	40
BSXFMI502A Provide leadership in the workplace	40
BSXFMI504A Participate in, lead and facilitate work teams	40
BSXFMI507A Manage quality client service	50
SRXCOM005A Research, prepare and present information	10
SRXIND005A Promote compliance with laws & legal principles	12
SRXOHS003A Establish, maintain and evaluate Occupational Health and Safety system in order to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and clients	15
SRXORG007A Develop teams and individuals to enhance performance	12
SRXTEM006A Create, maintain and enhance effective working relationships	8
BSXFMI505A Manage operations to achieve planned outcomes	50
CHCCD14A Implement a community development strategy	70
SRCCRD007A Develop recreation programs	20
SRCCRD008A Work effectively with government and other key stakeholders	20
SRCCRO011A Implement a sales system for a recreation facility or organisation	20
SRCCRO012A Manage contracts	30
SRXADM014A Manage and coordinate projects	30
SRXFAC005A Coordinate facility and equipment acquisition and maintenance	15
SRXFIN007A Monitor and control disbursements within a given budget	20
SRXGOV004A Work effectively with the Board of an organisation	25
SRXHRM001A Manage volunteers	20
SRXHRM002A Participate in staff selection to ensure team goals are achieved	15
SRXMKT003A Promote organisation's activities	15
SRXMKT004A Analyse and respond to changing markets	15
SRXPLA004A Evaluate organisation's activities	20
SRXRES005A Achieve an efficient use of resources	12

Elective Units of Study

- Elective units (totalling 907 nominal hours) selected from the list of relevant units in the Community Recreation Industry Training Package SRC01 (Version 1.00, 2001);
- The units at Australian Qualifications Framework level five units, selected from any of the nationally endorsed Sport and Recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training;

- The Australian Qualifications Framework level five units in any other nationally endorsed Industry Training Package related to the industry.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

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

Certificate IV in Sport and Recreation

Course Code: SRO40199

Campus

South Melbourne.

Career Opportunities

Sports administration officer

Scope of Delivery

Continuing students only. This course is offered on a full-time basis over one year.

Course Objective

This course aims to provide training for persons working as administrative officers in the sport and recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration

The course may be offered on a full-time basis over 622 nominal hours or part-time equivalent.

Course Structure

Core Pre-requisites and Co-requisites Units

Unit of Study Code	Hours
SRXCLS002A	10
SRXCLS003A	8
SRXCOM002A	10
SRXCOM003A	7
SRXORG002A	10
SRXORG003A	8
SRXTEM002A	10
SRXTEM003A	7
SRXTEC001A	20
SRXTEC002A	10
SRXTEC003A	8

Core Units of Study

SRXCLS004A	Provide advice in order to meet current & anticipated client requirements	7
SRXCOM004A	Source & present information in response to requests	7
SRXOHS002A	Implement & monitor the organisation's Occupational Health & Safety policies, procedures & programs in the relevant work area to achieve & maintain Occupational Health & Safety Standards	12
SRXORG004A	Plan, allocate & evaluate work carried out by teams, individuals & self	10
SRXORG005A	Participate in the meeting process	6
SRXORG006A	Conduct projects	15
SRXTEC004A	Assist with the analysis & use of emerging technology	7
SRXTEM005A	Lead, manage & develop work teams	12
<i>Stream Core Pre-requisite and Co-requisite Units</i>		
SRXADM001A	Handle mail to facilitate communication	6
SRXADM002A	Handle information to maintain access to & security of records	12
SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM009A	Maintain information records system to ensure its integrity	8

Stream Core Units of Study

SRXADM012A	Supervise an established records system to ensure its integrity	12
SRXADM013A	Plan business trip & associated itinerary to ensure efficient travel	15
SRXTEC005A	Assist in the maintenance of a computer system	40
SRXTEC006A	Customise & maintain software	30

Elective Units of Study

Eight elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

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

Diploma of Sport and Recreation

Course Code: SRO50199

Campus

South Melbourne.

Career Opportunities

Sports administration officer

Scope of Delivery

Continuing students only. This course is offered on a full-time basis over two years at the South Melbourne campus.

Course Objectives

This course aims to provide training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration

The course may be offered on a full-time basis over two years (936 nominal hours) or part-time equivalent.

Course Structure*Core Pre-requisites and Co-requisites Units*

Unit of Study Code	Hours
SRXCOM002A	10
SRXCOM003A	7
SRXCOM004A	7
SRXORG002A	10
SRXTEM002A	10
SRXTEM003A	7
SRXTEM004A	10
SRXTEM005A	12

Core Units of Study

BSXFMI501A	40
BSXFMI502A	40
BSXFMI504A	40
BSXFMI507A	50
SRXCOM005A	10
SRXIND005A	12
SRXOHS003A	15
SRXORG007A	12
SRXTEM006A	8

Stream Core Pre-requisite and Co-requisite Units

SRXADM012A	12
SRXORG005A	6
SRXORG006A	15
SRXTEC005A	40
SRXTEC006A	30
SRXADM014A	30
SRXADM015A	40
SRXADM016A	20
SRXADM017A	24
SRXADM018A	15
SRXADM019A	15
SRXTEC007A	30

Elective Units of Study

Ten elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

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

Certificate IV in Sports (Development)

Course Code: SRS40399

Campus

South Melbourne.

Career Opportunities

Sports coach, sports official, sports administrator

Scope of Delivery

Continuing students only. This course is offered on a full-time basis over one year.

Course Objective

This course aims to provide training for coaches or officials, who wish to work in the sport industry doing a range of coaching and officiating at the beginner and intermediate levels and/or administrative duties.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration

The course may be offered on a full-time basis over 1 year (1032 nominal hours) or part-time equivalent.

Course Structure*Core Pre-requisites and Co-requisites Units*

Unit of Study Code	Hours
SRXCLS002A	10
SRXCLS003A	8
SRXCOM002A	10
SRXCOM003A	7
SRXCOM004A	7
SRXOHS002A	12
SRXORG002A	10
SRXORG003A	8
SRXORG004A	10
SRXORG005A	6
SRXORG006A	15
SRXTEC001A	20
SRXTEC002A	10
SRXTEC003A	8
SRXTEC004A	7
SRXTEM002A	10
SRXTEM003A	7
SRXTEM005A	12

Development Stream Pre-requisite and Co-requisite Units

PUXEMEO01A	Provide emergency care	10
SRSOFF001A	Operate in accord with accepted officiating practices, styles, legal & ethical responsibilities to manage risk	25
SRXADM001A	Handle mail to facilitate communication	6
SRXADM002A	Handle information to maintain access to & security of records	12
SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM009A	Maintain information records system to ensure its integrity	8
SRXCAI001A	Assist in preparing sport & recreation sessions for clients	6
SRXCAI002A	Assist in conducting sport & recreation session for clients	8
SRXCAI003A	Provide equipment for activities	7
SRXCOM001A	Communicate in the workplace	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXORG001A	Organise work	10
SRXOHS001A	Follow defined Occupational Health & Safety policy & procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXTEM001A	Work in teams	10
<i>Development Stream Units</i>		
SRSCOA001A	Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities	30
SRSCOA002A	Plan individualised training programs to improve skills	40
SRSCOA003A	Conduct, monitor & adjust an individualised program of training sessions to improve skills	20
SRSCOA004A	Evaluate, analyse & modify the conduct & outcomes of individualised training programs to improve skills	45
SRSCOA005A	Include special interest groups or people with Special needs	15
SRSCOA006A	Implement fundamental principles of sport psychology	15
SRSCOA007A	Provide information about the fundamental principles of eating for peak performance	15
SRSOFF001A	Operate in accord with accepted officiating practices, styles, legal & ethical responsibilities to manage risk	25
SRSOFF002A	Apply rules & regulations to conduct games & competitions	15
SRSOFF004A	Apply self reflection techniques to evaluate & modify officiating performance	15
SRSOFF005A	Resolve conflict related to officiating	15
SRSOFF006A	Develop a fitness program for officials	20
SRSSTR001A	Implement sports first aid procedures & apply sports first aid	25
SRXADM012A	Supervise an established records system to ensure its integrity	12
SRXADM013A	Plan business trip & associated itinerary to ensure efficient travel	15
SRXADM014A	Manage & co-ordinate projects	30
SRXADM015A	Establish & maintain a records system to ensure integrity of system	40
SRXCAI004A	Plan a sport & recreation session for clients	8
SRXCAI005A	Conduct a sport & recreation session for clients	8
SRXGRP001A	Facilitate a group	8

Elective Units of Study

Nine elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

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

Diploma of Sport (Development)

Course Code: SRS50399

Campus

South Melbourne.

Career Opportunities

Sports coach, sports official, sports administrator

Scope of Delivery

Continuing students only. This course is offered on a full-time basis over two years.

Course Objective

This course aims to provide training for coaches and officials who wish to work in the sport industry doing a range of coaching and officiating and/or administrative duties.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration

The course may be offered on a full-time basis over two years (1400 nominal hours) or part-time equivalent.

Course structure

<i>Core Units of Study</i>		
Unit of Study Code		Hours
BSXFMI501A	Manage personal work priorities and professional Development	40
BSXFMI502A	Provide leadership in the workplace	40
BSXFMI504A	Participate in, lead and facilitate work teams	40
BSXFMI507A	Manage quality client service	50
SRXCOM002A	Receive and pass on information to facilitate effective routine communication	10
SRXCOM003A	Collect and provide information to facilitate communication flow	7
SRXCOM004A	Source and present information in response to requests	7
SRXCOM005A	Research, prepare and present information	10
SRXIND005A	Promote compliance with laws & legal principles	12
SRXOHS003A	Establish, maintain and evaluate Occupational Health and Safety systems in order to ensure that the workplace is, as far as is practicable, safe and without risks to health of employees and clients	15
SRXORG002A	Work effectively in a sport and recreation organisation	10
SRXORG007A	Develop teams and individuals to enhance performance	12
SRXTEM002A	Support the work of a team	10
SRXTEM003A	Work autonomously	7
SRXTEM004A	Deal with conflict	10
SRXTEM005A	Lead, manage and develop work teams	12
SRXTEM006A	Create, maintain and enhance effective working relationships	8

<i>Development Stream Units</i>			
PUXEME001A	Provide emergency care	10	SRXCAI010A Evaluate, analyse and modify long-term and/or high performance individualised training programs
SRSOA001A	Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities	30	SRXCOM001A Communicate in the workplace
SRSOA007A	Provide information about the principles of eating for peak performance	15	SRXEME001A React safely in an emergency and help prevent emergencies
SRSOA011A	Work with officials	10	SRXEME002A Participate in the control of minor emergencies
SRSOA012A	Provide information regarding drugs in sport issues	5	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
SRSOA013A	Support clients to adopt the principles of sports psychology	20	SRXORG001A Organise work
SRSOA014A	Support clients to adopt the principles of eating for peak performance	10	SRXORG004A Plan, allocate and evaluate work carried out by teams, individuals and self
SRSOA015A	Monitor coach welfare	10	SRXORG005A Participate in the meeting process
SRSOA016A	Implement recovery training programs	25	SRXORG006A Conduct projects
SRSNET001A	Interpret and apply the fundamental rule of netball at the beginner level	10	SRXTEC005A Assist in the maintenance of a computer system
SRSNET002A	Use basic communication strategies to umpire netball at the beginner level	10	SRXTEC006A Customise and maintain software
SRSNET003A	Demonstrate fundamental positioning skills relevant to umpire netball at the beginner level	10	SRXTEC007A Manage the establishment and maintenance of a Work group network
SRSNET004A	Teach and develop the fundamental skills of netball	35	SRXTEM001A Work in teams
SRSOFF001A	Operate in accord with accepted officiating practices, styles and legal and ethical responsibilities to manage risk	25	<i>Elective Units of Study</i>
SRSOFF004A	Apply self reflection techniques to evaluate and modify officiating sessions	15	Students must complete seven elective units selected by the student, with approval of the Head of Department, having regard to the list of relevant units in the relevant Sport Industry Training Package.
SRSOFF005A	Resolve conflict related to officiating	15	Some unit of study descriptors are listed under the Unit of Study Details section of this Handbook.
SRSOFF006A	Develop a fitness program for officials	20	
SRSOFF007A	Evaluate, analyse and modify the conduct and outcomes of officiating to improve performance	15	
SRSOFF008A	Manage conflict related to officiating	15	
SRSOFF009A	Plan, implement and evaluate a fitness and recovery program for officials	20	
SRSSAC001A	Teach or develop basic skills of strength and conditioning	60	
SRXADM001A	Handle mail to facilitate communication	6	
SRXADM002A	Handle information to maintain access to and security of records	12	
SRXADM005A	Handle mail to facilitate the information flow of the Organisation	5	
SRXADM006A	Process and analyse information to provide access to and security of records	10	
SRXADM009A	Maintain information records system to ensure its integrity	8	
SRXADM012A	Supervise an established records system to ensure its integrity	12	
SRXADM014A	Manage and coordinate projects	30	
SRXADM015A	Establish and maintain a records system to ensure integrity of the system	40	
SRXADM016A	Establish and maintain library/resource collection	20	
SRXADM017A	Plan and establish administration systems and procedures	24	
SRXADM018A	Review administration procedures and processes to meet changing demands	15	
SRXADM019A	Manage the meeting process	15	
SRXCAI001A	Assist in preparing sport and recreation sessions for clients	6	
SRXCAI002A	Assist in conducting sport and recreation sessions for clients	8	
SRXCAI003A	Provide equipment for activities	7	
SRXCAI004A	Plan a sport and recreation session for clients	8	
SRXCAI005A	Conduct a sport and recreation session for clients	8	
SRXCAI008A	Plan and prepare an individualised long-term training programs	20	
SRXCAI009A	Conduct, monitor and adjust individualised long-term training programs	20	
Certificate IV in Sport (Development)			
Course Code: SRS40503			
Campus			
South Melbourne.			
Career Opportunities			
Sports coach, sports official, sports administrator			
Scope of Delivery			
This course is offered on a full-time basis over one year.			
Course Objective			
This course aims to provide training for coaches or officials, who wish to work in the sport industry doing a range of coaching and officiating at the beginner and intermediate levels and/or administrative duties.			
Entry Requirements			
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.			
Selection Procedures/Selection Criteria			
Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.			
Course Duration			
The course may be offered on a full-time basis over 1 year (963 nominal hours) or part-time equivalent.			
Course Structure			
<i>Core Units of Study</i>			
Unit of Study Code			Hours
BSBCM402A	Develop work priorities		30
BSBCM403A	Establish business networks		50
BSBCM404A	Develop teams and individuals		30
BSBCM405A	Analyse and present workplace information		40
BSBCM412A	Promote innovation and change		50

BSBCMN413A	Implement and monitor environmental policies	40
BSBFLM404A	Lead work teams	50
SRXGCSO06A	Address client needs	10
SRXGCST05A	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
SRXRIK001A	Undertake risk analysis of activities	10
SRXTCN001A	Assist with analysis and use of emerging technology	7

Stream Units

All of the following stream units.

Unit of Study Code		Hours
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
SRSOGP001A	Operate in accord with accepted officiating practices, styles, legal and ethical responsibilities to manage risk	25
SRSOGP002A	Apply rules and regulations to conduct games and competitions	15
SRSOGP004A	Apply self reflection techniques to evaluate and Modify officiating performance	15
SRSOGP005A	Resolve conflict related to officiating	15
SRSOGP006A	Develop a fitness & recovery program for officials	20
SRSSPT003A	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
SRXGRO001A	Facilitate a group	12
SRXGRO002A	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.

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

Diploma of Sport (Development)

Course Code: SRS50503

Campus

South Melbourne.

Career Opportunities

Sports coach, sports official, sports administrator

Scope of Delivery

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

Course Objective

This course aims to provide training for coaches and officials who wish to work in the sport industry doing a range of coaching and officiating and/or administrative duties.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Selection Procedures/Selection Criteria

Full-time applicants including mature-age must apply for the course through VTAC. Part-time applicants must complete a direct application available from the department. Selection is based on ENTER score, attendance at the course information evening, prior qualifications, prior experience and additional information provided in a profile form.

Course Duration

The course may be offered on a full-time basis over two years (801 nominal hours) or part-time equivalent.

Course structure

Core

Unit of Study Code		Hours
BSBADM502A	Manage meetings	30
BSBMGT501A	Market services and concepts to internal customers	60
BSBMGT502A	Manage people performance	60
BSBMGT507A	Manage environmental performance	60
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 a leisure and recreation service	35
SRXINU006A	Foster the values and ethos of the phenomenon of play	25
SRXINU007A	Manage evolving patterns of work to expand participation in a leisure and recreation service	15
SRXOGN002A	Manage projects	30
SRXOHS003B	Establish, maintain and evaluate the organisation's Occupational Health and Safety system	15
SRXRIK002A	Manage an organisation's risk	40

Stream Units

All of the following stream units.

Unit of Study Code		Hours
SRSCGP004A	Provide information about the fundamental principles of eating for peak performance	15
SRSCGP009A	Work with officials	10
SRSCGP010A	Provide information regarding drugs in sport issues	5
SRSCGP011A	Support athletes to adopt the principles of sports psychology	20
SRSCGP012A	Support athletes to adopt the principles of eating for peak performance	10
SRSCGP013A	Monitor coach welfare	10
SRSCGP014A	Implement recovery programs	25
SRSOGP007A	Evaluate, analyse and modify the conduct and outcomes of officiating to improve performance	15
SRSOGP008A	Manage conflict related to officiating	15
SRSOGP009A	Plan, implement and evaluate a fitness and recovery program for officials	20
SRSSPT003A	Implement sports first aid procedures and apply sports first aid	30
SRXCAI008B	Plan and prepare an individualised long-term training program	20
SRXCAI009B	Conduct, monitor and adjust individualised long-term Training programs	20
SRXCAI010B	Evaluate, analyse and modify long-term and/or high performance individualised training programs	20
SRXGRO001A	Facilitate a group	8
SRXGRO002A	Deal with conflict	10

Elective Units of Study

A minimum of nine units, selected by the student with the approval of the Head of Department, at Australian Qualification Framework level V, having regard to relevant units listed in any Training Package endorsed by the Australian National Training Authority.

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

Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)

Course Code: 21237VIC

Campus

To be advised.

Career Opportunities

Athlete Career Education Adviser, professional Sport Welfare Officer, Career Counsellor.

Scope of Delivery

This is a flexible course, but is generally offered on a part-time basis over one year. The course is offered on-line through TAFEVC.

Course Objectives

The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite performers. It is designed to provide an accredited training program for people to work with elite performers on their career and education options.

Entry Requirements

To qualify for admission to the course applicants must possess a Bachelor Degree or Advanced Diploma in a related discipline, such as psychology, education, welfare or recreation, and demonstrate potential to undertake work at this level. Applicants are expected to be employed within the sports, dance or music industry or have access to significant work placement.

Where formal relevant qualifications are not held applicants must demonstrate to the satisfaction of the Head of Department a level of maturity, and an understanding of the industry sector and a commitment to work as a career and education adviser.

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

Selection Procedures/Selection Criteria

All applicants must complete a direct application form available from the Department. Selection into the course is based on prior experience, prior qualifications, interest and involvement in the industry.

Course Duration

The course may be offered on a full-time basis over 230 hours or part-time equivalent.

Course Structure**Core Modules**

Unit of Study Code	Hours
VBK954	Counselling Foundations for working with Elite Performers
VBK955	Career Planning for Elite Performers
VBK956	Application of Principles and Practice

Elective Modules

One elective unit selected by the student, with the approval of the Head of Department, from the following units:

Unit of Study Code	Hours
VBK957	The Elite Performance Sport Environment
VBK958	The Elite Performance Music Environment
VBK959	The Elite Performance Dance Environment

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

Diploma of Arts (Small Companies and Community Theatre)

Course Code: 21052VIC

Campus

Footscray Nicholson, Sunbury.

Career Opportunities

Stage actor/performer, stage director/manager, performing arts manager.

Scope of Delivery

Full-time, flexible delivery on and off campus.

Course Objectives

The course aims to provide the knowledge and skills required for employment in all areas of the performing arts industry including festivals and community theatres. It is appropriate for multi-skilled theatre workers who have some performance and technical skills. The course is designed to enable students to develop, manage and perform in productions for fringe and community theatres, festivals and events.

Entry Requirements

The main requirement for entry to the course is that students have the necessary aptitude to successfully undertake the program. Entry is suited to highly motivated people who have practical skills and a sensitivity to performance. Basic computer skills would be an advantage.

The general competencies recommended on course entry include:

- good communication/presentation skills (verbal);
- positive team working skills and attitudes;
- ability to read, write and speak English using appropriate language structures;
- ability to use numbers, measurement, shapes and patterns in relation to transferring and manipulating data.

Selection Procedures/Selection Criteria

Applicants must attend a performance workshop/audition, and interview.

Course Duration

The course may be offered on a full-time basis over two years (1849 nominal hours).

Course Structure

Unit of Study Code	Hours
BSXFM106A	Manage Workplace Information
BSXFM103A	Establish and Manage Effective Workplace Relationships
CUECOR2A	Work With Others
CUEEVT1A	Plan and Manage Events
CUEIND1A	Apply Organisation and Industry Knowledge
CUELGT5A	Operate Lighting
CUEMAR3A	Undertaking Marketing Activities
CUESMT5A	Assist in Making Sets
CUESMT2A	Prepare for Rehearsal
CUESMT3A	Co-ordinate Rehearsals
CUESMT4A	Co-ordinate Final Production Process
CUESMT5A	Manage the Performance
CUESMT1A	Assist in Stage Managing the Production
CUESOU3A	Operate Sound Equipment
CUETHTCORO2A	Work in a Socially Diverse Environment
CUETHTCORO31	Follow Health, Safety and Security Procedures
THHGHSO3A	Provide First Aid
VBJ300	Acting 1
VBJ301	Voice 1
VBJ302	Movement 1
VBJ303	Improvisation 1
VBJ304	Australian Theatre
VBJ305	Australian Community theatre

VBJ306 Script Writing 50

Elective Modules

350 nominal hours of elective modules offered as follows:

Unit of Study Code		Hours
CUECLE1A	Undertake General Administrative Procedures	20
CUEFIN1A	Develop a budget	30
VBJ310	Puppetry	50
VBJ311	Acting 2	50
VBJ312	Voice 2	50
VBJ313	Movement 2	50
VBJ314	Improvisation 2	50
VBJ315	Mask in performance	50
VBJ316	Music in performance	50

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

Unit of Study Details

In this section the modules are listed in alpha-numerical order according to their University/OTTE code. Codes beginning with a number are listed at the start. Look under the Course Structure heading in the course descriptions (pages 27–254) to find the names and codes of the modules included in a course. Additional unit/module details may be obtained by contacting the relevant department.

023/01 EVALUATE A BUSINESS OPPORTUNITY

Content Clarify personal expectations, values, skills and experience; Identify a business opportunity; Investigate the business opportunity; Determine nature of products/services to be provided; Establish market needs for the product/service.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

023/02 COMPLETE A BUSINESS PLAN

Content Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

023/03 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Content Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

023/04 ADDRESS CUSTOMER REQUIREMENTS

Content Establish customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing performance; Explore opportunities to improve customer satisfaction.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

023/05 MANAGE BUSINESS OPERATIONS

Content Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

023/07 MANAGE FINANCES

Content Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

023/08 REVIEW BUSINESS

Content Review external environment; Review internal environment; Re-focus the business; Maintain networks.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

206/01 TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION

Content Establish the client's needs; Identify parties, properties and other interests; Determine contingency strategies; Initiate the transaction; Determine terms of engagement; Identify any conflict of interest between conveyancer and client.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

206/05 PREPARE AND EXECUTE DOCUMENTS

Content Prepare documentation; Present documentation for execution; Manage collateral/third party involvement; Draft, adapt and construct documents to meet client needs and instructions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

90989NSWA ORIENTATION TO LITERACY

Content TBA.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

90989NSWB ORIENTATION TO COMMUNICATION SKILLS

Content TBA.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

90992NSWA DEVELOP LISTENING AND SPEAKING SKILLS

Content TBA.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

90992NSWB DEVELOP READING AND WRITING SKILLS

Content TBA.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

90992NSWC INTERMEDIATE CONVERSATION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWD INTERMEDIATE SPOKEN INTERACTION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWE INTERMEDIATE NEGOTIATION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWF INTERMEDIATE SPOKEN EXPRESSION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWG INTERMEDIATE SPOKEN DISCOURSE SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWH INTERMEDIATE MEDIA SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWI INTERMEDIATE DATA PRESENTATION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWJ INTERMEDIATE WRITTEN COMMUNICATION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWK INTERMEDIATE WRITTEN DISCOURSE SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWL INTERMEDIATE WRITTEN EXPRESSION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWM INTERMEDIATE NARRATIVE WRITING SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWN INTERMEDIATE MATHEMATICAL SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90992NSWO INTERMEDIATE MEASUREMENT SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWA BUILDING LISTENING AND SPEAKING SKILLS

Content TBA.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

90993NSWB BUILDING READING AND WRITING SKILLS

Content TBA.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

90993NSWC POST-BEGINNER STRATEGIES FOR LEARNING

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWD POST-BEGINNER LISTENING AND SPEAKING SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWE POST-BEGINNER SPOKEN INTERACTION SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWF POST-BEGINNER SPOKEN DISCOURSE SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWG POST-BEGINNER READING SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWH POST-BEGINNER READING AND WRITING SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWI POST-BEGINNER WRITING SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWJ POST-BEGINNER MATHEMATICAL SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWK POST-BEGINNER MEASUREMENT SKILLS

Content TBA.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

90993NSWL POST-BEGINNER VISUAL NUMERACY SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

90994NSWA BEGINNER STRATEGIES FOR LEARNING

Content TBA.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

90994NSWB BEGINNER COMMUNICATION SKILLS

Content TBA.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

90994NSWC BEGINNER SPOKEN INTERACTION SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

90994NSWD BEGINNER SPOKEN DISCOURSE SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

90994NSWE BEGINNER SPEAKING AND READING SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

90994NSWF BEGINNER LISTENING AND READING SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

90994NSWG BEGINNER READING AND WRITING SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

90994NSWH BEGINNER WRITING SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

90994NSWI BEGINNER MATHEMATICAL SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

90994NSWJ BEGINNER MEASUREMENT SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

90994NSWK BEGINNER VISUAL NUMERACY SKILLS

Content TBA.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA600 SCIENCE INDUSTRY ORIENTATION

Content Scientific language and literacy skills; Collect, analyse and organise information relevant to scientific technical work; Identify the structure, culture, and resources in two contrasting scientific technical workplaces; Investigation of two distinct aspects of the operation of a laboratory or other scientific technical workplace.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

AAA601 WORK PLACEMENT

Prerequisite(s) AAA600 Science industry orientation.
Content Team work, occupational health and safety procedures, equal opportunity practices, care with equipment, record and report results.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA610 INTRODUCTORY PHYSICS

Content Terminology and concepts to explain commonly experienced physical phenomena, controlled experiments, safely perform investigations and record, analyse and report data, methods to solve problems involving physical quantities.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA620 PRINCIPLES OF INSTRUMENTATION

Content Terminology and key concepts; use of given equipment/instruments; safely perform investigations.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA630 COMPUTER FUNDAMENTALS

Content Computing terminology; create, save, print, spell-check, format; solution of operational problems, print a report.
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA631 SCIENTIFIC SPREADSHEET APPLICATIONS

Prerequisite(s) AAA630 Computer Fundamentals
Content Design and construct a spreadsheet; edit and manipulate data; format and print a spreadsheet; test the accuracy of spreadsheet; use graphics to represent numeric data in a visual format.
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA640 INTRODUCTORY MATHEMATICS

Content Fractions, decimals, ratios, proportions, percentages, mensuration problems in two and three dimensions, linear algebraic equations, polynomials, equations of straight lines and representing them graphically on the Cartesian Plane, geometry of triangles and quadrilaterals, definition of sin, cos and tan.
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA712 GENERAL MICROBIOLOGY

Prerequisite(s) AAA702 Biological Techniques B.
Content Microscopy, microorganisms, aseptic technique, cell structure & function, staining methods, culture media, growth of bacterial cultures, enumeration, quality control.
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

AAA750 INTRODUCTORY CHEMISTRY

Content Classification and properties of matter; Derive systematic names and formulae for simple inorganic compounds; Simple chemical reactions; Safety using common chemicals and equipment.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

AAA752 CHEMICAL LABORATORY TECHNIQUES

Prerequisite(s) AAA750 Introductory Chemistry.

Content Safety regulations applied to common chemicals and equipment; Use of laboratory glassware, equipment, chemicals and instruments; Record, interpret, analyse and report experimental results; Basic metrology and separation procedures; Volumetric and gravimetric analysis.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

AAA805 NUTRITION

Content What is nutrition, general physiological functions of food, digestion and absorption of foods including: liquids, carbohydrates, dietary fibre, protein, water, minerals and vitamins, diseases.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABC001 CONSTRUCTION 1

Content Construction principles, standards and services commonly used in single storey residential scale buildings.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

ABC002 CONSTRUCTION 2

Prerequisite(s) ABC001 Construction 1.

Content Construction principles, practices and services commonly used in low rise residential scale buildings up to three storeys.

Nominal Hours 36-54 Hours

Assessment As per accredited curriculum

ABC003 CONSTRUCTION 3

Content To provide the students with knowledge of construction principles, standards and services commonly used in wide span buildings.

Nominal Hours 36-54 Hours

Assessment As per accredited curriculum

ABC004 CONSTRUCTION 4

Content To provide students with a knowledge of construction principles, standards and services commonly used in commercial and residential buildings up to an effective height of 25m.

Nominal Hours 36-54 Hours

Assessment As per accredited curriculum

ABC005 MATERIALS 1

Content Characteristics and quality standards of building materials commonly used in residential scale buildings; Make informed selections of these materials.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC006 MATERIALS 2

Prerequisite(s) ABC005 Materials 1.

Content Characteristics and quality standards of building materials commonly used in commercial and industrial buildings (past and present); Make informed selections of these materials.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC007 SERVICES 1

Prerequisite(s) ABC001 Construction 1, ABC002 Construction 2.

Content Services and requirements provided in all building types of construction and classifications; Principles involved to communicate technically with consultants and builders when reading, discussing or producing service drawings, details and specifications.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC059 BUILDING QUALITY CONCEPTS 1

Content Theoretical knowledge necessary of implementing a Quality Assurance System in a small or medium sized firm in the building and construction industry.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC061 BUILDERS WORKING DRAWINGS 1A

Content Read and interpret plans and specifications and undertake basic architectural drafting.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC062 BUILDERS WORKING DRAWINGS 1B

Prerequisite(s) ABC001 Construction 1.

Content Reading and interpreting plan and specifications; Drafting and sketching skills for low rise residential buildings.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC063 BUILDERS WORKING DRAWINGS 2

Prerequisite(s) ABC062 Builders Working Drawings 1, ABC105 Timber Framing Code, ABC003 Construction 3, ABC089 Building Technology 2.

Content Sketching for commercial buildings up to an effective height of 25m.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC064 BUILDING COMPUTING APPLICATIONS 1

Content To provide and develop student skills in a range of computing software applications that will compliment experience gained in modules.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC067 BUILDING CONTRACT LAW 1

Content Provides the student with the knowledge to administer a medium size building contract with due care.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC069 COST CONTROL AND PLANNING 1

Prerequisite(s) ABC001 Construction 1, ABC076 Building Quantities and Estimating 1.

Content Basic principles and introduction to planning, scheduling, and cost control for residential construction.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC070 COST CONTROL AND PLANNING 2

Prerequisite(s) ABC002 Construction 2, ABC076 Building Quantities and Estimating.

Content Basic principles and introduction to planning, scheduling, and cost control for commercial buildings up to an effective height of 25m.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC074 BUILDING DRAFTING EXPERIENCE 2

Prerequisite(s) Registered student. Building Practical Experience 1

Content To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably, spread over the duration of their course.

Nominal Hours 600 Hours/75 days

Assessment As per accredited curriculum

ABC076 BUILDING QUANTITIES AND ESTIMATING 1

Prerequisite(s) ABC001 Construction 1.

Content Procedures and skills necessary to take-off the material required to construct low rise residential projects.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

ABC077 BUILDING QUANTITIES AND ESTIMATING 2

Prerequisite(s) ABC076 Building quantities and estimating 1.

Content Procedures and skills necessary to predict the cost of construction (Estimating) and to prepare and submit a bid (tendering) for low rise residential projects.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

ABC082 BUILDING SITE SUPERVISION

Content Knowledge of supervision techniques as they apply to building sites.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC083 BUILDING SITE SURVEYING AND SET OUT 1

Content Knowledge, skills and practical experience necessary to set out residential projects using basic measuring and levelling equipment.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

ABC084 BUILDING SITE SURVEYING AND SET OUT 2

Prerequisite(s) Building Site Surveying and Set Out 1

Content Basic components of a theodolite and how it should be tested for good adjustment; Use a theodolite to determine horizontal and vertical angles; Identify specialised equipment available for use on high rise and/or large building projects and illustrate how it can be used for various set out and checking procedures; Compute co-ordinates and bearings and distances as related to grids and general set out work on large building sites; Identify and discuss the various documents and plans incorporated in land titles.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC085 BUILDING STAFF MANAGEMENT

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

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC086 STRUCTURES 1

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC087 STRUCTURES 2

Prerequisite(s) ABC086 Structures 1.

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC088 BUILDING TECHNOLOGY 1

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

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC089 BUILDING TECHNOLOGY 2

Prerequisite(s) ABC088 Building Technology 1.

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC091 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 1

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC092 BUSINESS MANAGEMENT FOR BUILDING INDUSTRY 2

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC095 CONSTRUCTION PLANNING 1

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC096 CONSTRUCTION SAFETY

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC102 RESIDENTIAL SITE SAFETY

Content Provides the participants with the knowledge to apply safety.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC105 TIMBER FRAME DESIGN

Prerequisite(s) ABC001 Construction 1.

Content Selection, placement and fixing requirement of structural timber members used in single and two storey timber framed domestic building.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC107 BUILDING COMPUTER APPLICATIONS 2

Prerequisite(s) ABC064 Building Computer Applications 1.

Content Range of computing software applications that will complement skills gained in modules.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC112 DRAFTING STUDIO 1

Content Aims to assist full-time students in: further problem solving aspects of their study through tutorial support, integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course, obtain work experience related skills; successful completion of this module counts as 5 days towards the Practical Experience module.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC113 DRAFTING STUDIO 2

Content Aims to assist full-time students in: further problem solving aspects of their study through tutorial support, integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course, obtain work experience related skills; successful completion of this module counts as 5 days towards the Practical Experience module.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC114 DRAFTING STUDIO 3

Content Aims to assist full-time students in further problem solving aspects of their study through tutorial support, integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course, obtain work experience related skills, successful completion of this modules counts as 5 days towards the Practical Experience module.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC115 BUILDING STUDIO 1

Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.

Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC116 BUILDING STUDIO 2

Prerequisite(s) Students who have previously participated in relevant areas in the work force may be given exemption from this module.

Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC117 BUILDING STUDIO 3

Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.

Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC301 DEVELOPMENT CONTROL 1

Content The natural environment; The impacts of settlement; Land-use and urban structure; Building and land-use legislation; Rights and responsibilities of individuals with respect to applications; Heritage and Environmental legislation; Environmental health with respect to building.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC303 BUILDING SURVEYING PROCEDURES 1

Content Interpret plans and specifications for content; Review documents for compliance; Site inspections and inspection reports; Consult with relevant agencies, builders and consultants; Check breaches and rectified work; Certificate of Occupancy.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC305 BUILDING SURVEYING PRACTICE 1

Content Describe the role of the building surveyor; Administration of building and land-use applications; Powers and duties of the building surveyor; Simple reports; Essential safety provisions; Mandatory and discretionary powers.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC307 BCA AND STANDARDS 1

Content Basic philosophy of the Building Codes of Australia (BCA); locate and interpret code/standard requirements that are applicable to particular domestic scale projects; Classify buildings; Apply various solutions to a construction problem for compliance with the intent of the BCA.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC309 GEOMECHANICS AND FOOTINGS 1

Content Outline the geological formation of rocks and their subsequent weathering to form various soil types; Determine the difference between topographical and geological maps and to be able to read and comprehend both map types; Methods of testing soils; Classification of sites; Suggest footing systems to suit particular site conditions; Select a footing in accordance with the relevant Australian standards; Site maintenance to minimise long term damage to the structure.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC311 FIRE TECHNOLOGY 1

Content Causes of fire in buildings, the combustion process and the development of fire and smoke; Describe the behaviour of building materials subjected to extreme levels of heat; Define the fire load of a building and describe its effect on the classification and compartmentation of buildings; Requirements for fire resistance of material, building elements and forms of construction; Passive fire protection systems for buildings; Principles of smoke control in buildings.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC312 SURVEYING PRACTICAL EXPERIENCE 1/2

Prerequisite(s) Building Practical Experience 1

Content Construction/Structures; Estimating/Costing; Management; Supervision/Inspection/Implementation; Drawing/Plan Reading/Checking; Services.

Nominal Hours 75 Days

Assessment As per accredited curriculum

ABC314 LEGAL PRACTICES 1

Content Distinguish between common law, judicial precedent and legislation; Identify basic legal practice skills and begin their development; Describe the court hierarchy, the civil/criminal jurisdictions of each court; List and describe the different court room procedures in civil and criminal trials and understand the basic procedures in case preparation for presentation in a court; Detail the types of offences, the principles of criminal liability and defences within the criminal law; Detail the types of evidence admissible in a civil and criminal trial

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC315 LEGAL PRACTICES 2

Prerequisite(s) ABC314 Legal practices 1.

Content Demonstrate a basic knowledge of the Australian Administrative Legal System; Identify and explain some basic statutory issues and terms which the building control officer will meet and recognise that recourse may need to be had to a variety of sources to determine and interpretation problem; The common law of torts particularly negligence, negligent advice and trespass and administrative law, and their relevance to building control work; Explain that the delivery of legislative benefits depends on the enforcement of the law;

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC316 COMMUNICATION (BUILDING SURVEYING)

Content To be advised

Nominal Hours 80 Hours

Assessment As per accredited curriculum

ABC317 COMMUNITY STUDIES

Prerequisite(s) 48-701 Communication.

Content Identify and analyse major theories that provide models for working effectively with communities; Define a community, identify key people and develop strategies to establish relationships with people in that community; Describe how to identify, develop, use and evaluate community networks as a strategy for establishing links between the Building Surveyor and the community; Assess and/or develop resources for supporting community involvement and participation mechanisms.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABC318 MATHEMATICS (BUILDING SURVEYING)

Content Carry out transposition of formulae; Identify and measure volumes in a workplace setting; Produce tables, graphs and charts related to mathematical data; Carry out statistical functions related to building surveying; Determine a number of measurements using trigonometry; Produce graphical display using given data; Calculate simple forces.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC319 ENVIRONMENTAL AWARENESS

Prerequisite(s) ABC317 Community Studies, ABC321 Sociology.

Content Discuss the dynamics of an ecosystem; Discuss the environmental pressures produced by development; Research and report on the environmental problems facing communities; Describe the impact of urban and industrial development on ecosystems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABC320 OCCUPATIONAL HEALTH AND SAFETY

Prerequisite(s) 48-701 Communication.

Content Use accepted codes and standards in Occupational Health and Safety Legislation as guidelines for making decisions on the safety, or otherwise, of workplace conditions and practices; Assess a real or hypothetical workplace situation to determine accident prevention measures that should be undertaken; Successfully undertake a real or hypothetical accident investigation; Carry out a hazard analysis in a real or hypothetical workplace environment and detail the steps necessary to control hazards in this situation; Use a Material Safety Data Sheet to assess the dangers of a toxic chemical; Determine the optimum conditions for a given workplace environment; Identify and solve problems associated with thermal comfort in a work related environment; Appraise safe/unsafe work practices related to workplace design; Identify major causes of, and a number of methods for dealing with, stress in the workplace.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC321 SOCIOLOGY

Prerequisite(s) 48-701 Communication.

Content Identify, through informed discussion, the boundaries of the science of sociology; the significance of cultural variation within Australia; the effects of societal structure on personal responses, attitudes and values; the concept of socialisation to personal development; the role of the community contact professional in the social interaction process; the advantages and disadvantages of groups and organisations with regard to the community contact professional; how deviance in society affects the role of the community contact professional; the effects of social stratification on society and the workplace; the effects of social inequality on both the community and the workplace; the changing role of the family in modern society; the impact of changes in economic order on the community contact professional's role; the effects of changing political order on local government; the impact of social change on society; the effects of collective behaviour on the community; the effects of urbanisation on both lifestyles and communities; the conflict between technological progress and the benefit to society.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC322 PSYCHOLOGY

Prerequisite(s) 48-701 Communication.

Content Discuss the relationship between psychology, psychological research methodology and the role of the building surveyor; Discuss the differences between the major psychological approaches to human behaviour; Discuss the developmental process in humans and how this relates to interaction with clients.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ABC323 MANAGEMENT 1

Content To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ABC325 QUALITY SERVICE

Content Describe the benefits which can be derived from quality of service; Describe the external and internal customers of the building surveyor; Describe the long term benefits of promoting a quality approach within organisations; Describe and develop actions for improving quality within the organisation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABC326 LAND USE PLANNING AND MANAGEMENT

Prerequisite(s) 48-701 Communication.

Content Evaluate the legislation pertaining to Land Use Planning; Describe the principles of land use management; Determine the role of the building surveyor in the land use management process; Review a variety of land use management models; Describe the land development control process; Evaluate the effects of transport and infrastructure on land use management decisions; Apply spatial organisation factors to the land management process in a real or hypothetical land development; Design and plan a hypothetical land development; Evaluate the future use of a given site according to environmental considerations.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ABC327 BUILDING FIRE SCIENCE

Content Describe the combustion process and how it relates to different materials; Describe how materials burn and the effect of the different states of matter on their flammability; Describe conditions of burning at the fire point; Describe mechanisms of heat transfer during fire growth, development and spread.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

ABC504 CALCULATIONS

Content Practically apply the mathematical skills required in the workplace.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABC505 COMMUNICATIONS

Content Training for effective communication in the workplace at a simple, routine and predictable level.

Nominal Hours 20-40 Hours

Assessment As per accredited curriculum

ABC548 QUALITY PRINCIPLES

Content Implementation of quality principles and practices.

Nominal Hours 8-12 Hours

Assessment As per accredited curriculum

ABD500 OCCUPATIONAL HEALTH AND SAFETY FUNDAMENTALS

Content Historical development of OH&S, acceptable/non-acceptable risk, State and Commonwealth OH&S legislation, identification and assessment of common workplace hazards, prevention strategies.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ABD501 OCCUPATIONAL HYGIENE 1

Content Philosophy, principles and practices of occupational hygiene including the nature of common hazards, their measurement and personal protection.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD502 REHABILITATION AND WORKERS COMPENSATION 1

Content Overview of compensation system, importance of rehabilitation in minimising the effects of a work related illness or injury.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABD503 HAZARDOUS SUBSTANCES

Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals, ABD501 Occupational Hygiene 1.

Content Properties of hazardous substances, methods of controlling exposure.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ABD504 OCCUPATIONAL HEALTH AND SAFETY LAW

Content Introduction to the Australian legal system, structure of the courts, criminal and civil law, OH&S legislative requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABD505 WORKPLACE HEALTH – HUMAN BODY

Content Anatomy and function of major body systems and the effect of occupational hazards on these systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD506 INDUSTRIAL PLACEMENT 1

Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals.

Content Hazard identification and management of noise, manual handling and personal protective equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD530 OCCUPATIONAL HYGIENE 2

Prerequisite(s) AAA501 Occupational Hygiene 1.

Content Chemical, biological and physical hazards in the workplace, conditions that may increase potential for exposure to these hazards and the health effects that may result.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD531 ENGINEERING CONTROLS

Prerequisite(s) ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2.

Content Isolation and enclosure, access limiting guards, guard construction and securing systems, electrical safety, ventilation systems, methods of reducing noise and vibration.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ABD532 RESOLUTION OF OCCUPATIONAL HEALTH & SAFETY ISSUES

Content Occurrence of OH&S issues, legislative framework for issue resolution, State, Territory and Commonwealth agencies.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABD533 OCCUPATIONAL HEALTH & SAFETY STATISTICS

Content Instruction on how to recognise, collect, validate, interpret, set priorities and report on data at a local level.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABD534 FIRE SAFETY MANAGEMENT

Content Causes and classes of fire, methods of fire extinguishment, HAZCHEM codes, Management's role in fire safety, building codes of Australia, Acts relevant to fire.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD535 ERGONOMICS 1

Content Application of a range of ergonomics principles to the design of work stations, optimisation of the relationship between people and their work.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD560 OCCUPATIONAL HYGIENE 3

Prerequisite(s) ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2, ABD533 Occupational Health & Safety Statistics.

Content Work surveying, use of testing equipment in sampling, interpretation and evaluation of sampling results.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD561 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS

Content Insight into organisational management; Integration of occupational health and safety management into the total quality management philosophy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD562 RISK MANAGEMENT

Content Knowledge and skills to identify, evaluate and advise on the management of risk in the workplace.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD563 MANAGEMENT OF HAZARDOUS SUBSTANCES

Content Compliance requirements for the storage, handling and transportation of hazardous substances, labelling requirements, material safety data sheets, Australian code for the transport of dangerous goods by road and rail.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ABD564 ACTION RESEARCH PROJECT

Content Project planning, determination of an organisation's needs, research methods, the change process, project evaluation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD565 INDUSTRIAL PLACEMENT 2

Content Health and Safety policies and plans, workplace health and safety training including needs analysis, design and evaluation, carrying out training.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

ABD566 REHABILITATION AND WORKERS COMPENSATION 2

Prerequisite(s) ABD502 Rehabilitation and Workers Compensation 1.

Content Management of workers compensation claims, rehabilitation of people at work experiencing work related injury or illness

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD567 WORKPLACE HEALTH AND SAFETY PROGRAMS

Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals, ABD505 Workplace Health – Human Body.

Content Skills needed to plan, design, implement, analyse and evaluate occupational health and safety programs in a workplace

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD568 ERGONOMICS 2

Content Tools and methods to collect anthropometric data, symptoms of occupational overuse syndrome, methods to minimise OOS.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABH500 REAL ESTATE INDUSTRY OVERVIEW

Content Main features of estate agency legislation; Role and functions of real estate regulatory bodies and industry associations; Job functions and required rules of ethical and professional conduct.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

ABH501 INTRODUCTION TO SALES

Prerequisite(s) ABH500 Real Estate Industry Overview.

Content Functions and responsibilities of real estate sales people and agents in selling a property and documentation required.

Nominal Hours 23 Hours

Assessment As per accredited curriculum

ABH502 INTRODUCTION TO PROPERTY MANAGEMENT

Prerequisite(s) ABH500 Real Estate Industry Overview.

Content Basic concepts of property management and documentation required when letting and/or managing property.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

ABH503 REAL ESTATE COMPUTING

Prerequisite(s) ABH500 Real Estate Industry Overview, ABH501 Introduction to Sales, ABH502 Introduction to Property Management.

Content Use of real estate sales and listing software packages and management of and customising software.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

ABH504 REAL ESTATE ACCOUNTING

Prerequisite(s) ABH501 Introduction to Sales, ABH502 Introduction to Property Management.

Content Elements of accounting; accounting equation; trust accounting processes; audit requirements for an agent's office; journals; general ledger; reconciliation of trust bank account statements; payroll procedures.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

ABH505 REAL ESTATE COMPUTER ACCOUNTING

Prerequisite(s) ABH504 Real Estate Accounting.

Content Computer accounting reports using a computer package relating to real estate sales.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

ABH507 PROPERTY RESEARCH AND ANALYSIS

Prerequisite(s) ABH500 Real Estate Industry Overview, ABH501 Introduction to Sales, ABH502 Introduction to Property Management

Content Research and evaluate market conditions; Procedures for developing and maintaining a sales and property management business network.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

ABH508 REAL ESTATE CONSUMER PROTECTION

Prerequisite(s) ABH500 Real Estate Industry Overview.

Content Trade Practices; Consumer protection and other legislation relating to real estate transactions.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABH510 CONTRACT LAW FOR REAL ESTATE

Content Elements of a contract; Void, voidable and unenforceable contracts; Mistake, misrepresentation, illegality or lack of capacity; Termination of contract; Breach of contract.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABH511 PROPERTY LAW

Prerequisite(s) ABH510 Contract Law for Real Estate

Content General law system and Torrens system of title; Legal principles of mortgages; Legal requirements relating to a subdivision of land.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ABH512 RESIDENTIAL TENANCIES

Prerequisite(s) ABH500 Real Estate Industry Overview, ABH502 Introduction to Property Management.

Content Types of agreements/contracts; Rights and duties of landlords; Security deposits/bond moneys; Rights and duties relating to termination; Resolution of tenancy disputes; Presenting cases to the tribunal.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABH513 RECOGNISING COMMON BUILDING STYLES AND FAULTS

Prerequisite(s) ABH500 Real Estate Industry Overview

Content Main and major features of building styles; Common building construction techniques; Minor and major defects and their implications; Internal and external inspections.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

ABH514 PROPERTY MANAGEMENT LISTINGS

Prerequisite(s) ABH500 Real Estate Industry Overview, ABH502 Introduction to Property Management.

Content Targeting prospective landlords; Negotiating duties, fees and other matters with a landlord.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

ABH515 RENTING RESIDENTIAL PROPERTIES

Prerequisite(s) ABH502 Introduction to Property Management, ABH512 Residential Tenancies.

Content Marketing residential rental properties; Procedures for the selection of tenants.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ABH516 SERVICING MANAGED PROPERTIES

Prerequisite(s) ABH512 Residential Tenancies, ABH513 Recognising Common Building Styles and Faults.

Content Strategies to minimise risk to owners; Property inspections and maintenance of managed properties.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABH517 INTRODUCTION TO SPECIALISED PROPERTY MANAGEMENT

Prerequisite(s) ABH507 Property Research and Analysis, ABH508 Real Estate Consumer Protection, ABH511 Property Law, ABH514 Property Management Listings, ABH516 Servicing Managed Properties.

Content Types of specialised properties; Listing, Leasing and resolving disputes with specialised properties.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABH522 CONTRACTS FOR THE SALE OF LAND

Prerequisite(s) ABH510 Contract Law for Real Estate, ABH511 Property Law.

Content Requirements for a valid contract for the sale of land; Form of contract for the sale of land; Implied terms; Special conditions; Special contracts; Holding of deposits.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABH523 METHODS OF SALE

Prerequisite(s) ABH525 Listings.

Content Advantages and disadvantages of each method of sale; Complete agency documentation associated with each type of sale.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABH524 PROPERTY APPRAISALS

Prerequisite(s) ABH507 Property Research and Analysis; ABH511 Property Law; ABH513 Recognising Common Building Styles and Faults

Content Methods of appraising; Preparing reports detailing the likely market price value.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ABH525 LISTINGS

Prerequisite(s) ABH507 Property Research and Analysis, ABH511 Property Law, ABH522 Contracts for the Sale of Land, ABH523 Methods of Sale, ABH524 Property Appraisals.

Content Value of real property; Identifying target groups; Preparing, delivering, closing and recording a listing.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ABH527 SELLING BY AUCTION

Prerequisite(s) ABH510 Contract Law for Real Estate, ABH525 Listings.

Content Preparing, conducting and completing an auction.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ABH528 INTRODUCTION TO SPECIALISED PROPERTY SALES

Prerequisite(s) ABH524 Property Appraisals, ABH523 Methods of Sale.

Content Types of specialised properties; Documentation with listing and selling specialised property; Matching different methods of sale to different property types.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

AUM9001A MONITOR AND MAINTAIN WORKPLACE EQUIPMENT

Content Recognise and follow OH&S and environmental regulations, policies and procedures, signs and codes as they apply to work area; Use appropriate personal protective equipment; Follow appropriate manual handling techniques; Take appropriate action to deal with hazards and potential hazards in the workplace; Complete incident/accident investigation reports as/when required; Follow emergency procedures; Recognise and act on factors which lead to an unhealthy lifestyle.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9002A RECEIVE AND DISPATCH MATERIALS, EQUIPMENT AND TOOLS

Content Receive and check materials/components/parts and equipment/tools required for the job; Unpack and store materials/components/parts and equipment/tools as required for the job; Stack/store materials/ parts/components as required for the process; Dispatch materials/ parts/components on completion of the process; Store equipment and tools on completion of the process.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9003A PREPARE AND PROCESS MATERIALS AND COMPONENTS

Content Select materials/components required for the operation/process; Inspect and check materials/components prior to use; Prepare and/or load/secure materials/ components as required; Process materials/components as detailed in enterprise procedures to ensure a quality product.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9004A PREPARE AND USE/OPERATE EQUIPMENT, TOOLS AND/OR MACHINERY

Content Select equipment, tools and/or machinery required for the operation/process; Inspect and check equipment, tools and/or machinery prior to use; Prepare equipment, tools and machinery as required by the process/operation; Use and/or operate equipment, tools and machinery as required by the process/operation; Shut down and/or store equipment, tools and machinery at the conclusion of the operation.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9005A MONITOR AND MAINTAIN CONTINUOUS IMPROVEMENT OF SYSTEMS AND PROCESSES

Content Apply continuous improvement of systems and processes to improve the quality of the product/process; Monitor continuous improvement of systems and processes to ensure the quality of the product/process is continually improved; Use continuous improvement tools and problem-solving techniques to ensure the ongoing improvement of the product and process; Apply continuous improvement of systems/processes/tools to eliminate waste; Incorporate recognised improvement opportunities into the work area.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9006A MONITOR AND MAINTAIN EQUIPMENT, TOOLS AND MACHINERY

Content Monitor equipment and processes; Perform incidental maintenance when required; Apply preventative maintenance systems/processes to maintain operation efficiency and effectiveness.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9007A MANAGE PERSONAL WORK PRIORITIES

Content Recognise requirements for the job according to schedules and work plans; Plan time to meet work schedules so that production rates are maintained; Adjust work priorities to cater for changes in schedules; Predict and recognise problems and take appropriate action.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9008A MAINTAIN EFFECTIVE WORKPLACE RELATIONSHIPS

Content Give and receive instructions, information and messages as required by the job; Instruct and deliver training to others on- and off-the-job as required; Follow enterprise Diversity and Equal Opportunity policies and procedures; Identify procedures and processes for resolving conflict in the workplace; Fill out forms as required by the job.

Nominal Hours To be advised

Assessment As per endorsed training package

AUM9009A WORK EFFECTIVELY WITH OTHERS IN TEAMS

Content Participate in teams to achieve production targets; Participate in the decision-making process in team meetings; Participate in addressing team's key production indicators; Organise and conduct team meetings.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR00108A CARRY OUT MAINTENANCE AND/OR COMPONENT SERVICING OPERATIONS

Content Personal safety requirements; Equipment/material safety requirements; Types and application of lubricants and fluids; Servicing/maintenance procedures and inspection checklists.

Nominal Hours 20-40 Hours

Assessment As per endorsed training package

AUR01166A REPAIR ENGINES AND ASSOCIATED ENGINE COMPONENTS

Content Manual handling techniques; Engine construction and operation relevant to application; Engine removal and replacement procedures; Engine/component repair procedures; Engine measuring and testing procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR011706A SERVICE ENGINES AND ASSOCIATED ENGINE COMPONENTS

Content Personal safety requirements; Equipment/material safety requirements; Principles of engine operation including engine types and components; Servicing procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR02166A REPAIR COOLING SYSTEMS AND ASSOCIATED ENGINE COMPONENTS

Content Cooling system construction and operation relevant to application; Cooling system/component testing procedures; Cooling system/component repair/removal and replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR02170A SERVICE COOLING SYSTEMS AND ASSOCIATED ENGINE COMPONENTS

Content Personal safety requirements; Equipment/material safety requirements; Cooling system operating principles; Types of coolants and their application, (including rust inhibitors, anti freeze and anti boil substances); Service procedures for cooling systems and associated components (including coolant test procedures).

Nominal Hours To be advised

Assessment As per endorsed training package

AUR03166A REPAIR PETROL AND FUEL SYSTEMS

Content Manual handling techniques; Construction and operation of mechanical and electronic fuel systems relevant to application; Fuel system/component repair procedures (including removal, replacement and adjustment relevant to application); Measuring and testing procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR03170A SERVICE PETROL AND FUEL SYSTEMS

Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR's) appropriate to fuel systems; Operating principles of mechanical and electronic fuel systems; Fuel system service procedures; Manual handling techniques; Construction and operation of mechanical and electronic fuel systems relevant to application; Fuel system/component repair procedures (including removal, replacement and adjustment relevant to application). Measuring and testing procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR04671A SERVICE AND REPAIR EMISSION CONTROL SYSTEMS

Content Personal safety requirements; OH&S regulation/statutory legislation where applicable; Motor vehicle emissions and their effect on the environment; Types and operation of emission control systems relevant to the application, including interpretation of technical information, graphic symbols and diagrams; Testing procedures and the relationship between faults and symptoms; Service, repair and adjustment procedures for emission control systems.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR05166A REPAIR EXHAUST SYSTEMS

Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR's) for noise pollution and gas emissions; Exhaust system principles of operation; Exhaust systems/components construction, operation and minimum requirements relevant to application; Exhaust system repair procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR06166A REPAIR CLUTCH ASSEMBLIES AND/OR ASSOCIATED OPERATING SYSTEM COMPONENTS

Content Construction and operation of clutch assemblies and operating systems relevant to application; Clutch assembly and operating system test procedures; Clutch assembly and operating system repair/removal and replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR06170A SERVICE CLUTCH ASSEMBLIES AND/OR ASSOCIATED OPERATING SYSTEM COMPONENTS

Content Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of clutch assemblies and operating systems; Clutch servicing and adjustment procedures

Nominal Hours To be advised

Assessment As per endorsed training package

AUR06666A REPAIR TRANSMISSION (MANUAL)

Content Manual handling techniques; Construction and operation of manual transmissions relevant to application; Measuring and testing procedures; Repair, removal and replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR06670A SERVICE TRANSMISSION (MANUAL)

Content Personal safety requirements; Vehicle/equipment/plant safety requirements; Principles of operation of manual transmissions; Transmission lubricants/fluids and their application; Manual transmission service procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR07166A REPAIR TRANSMISSION (AUTOMATIC)

Content Manual handling techniques; Construction and operation of automatic transmissions relevant to application; Measuring and testing procedures; Repair, removal and replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR07170A SERVICE TRANSMISSION (AUTOMATIC)

Content Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of automatic transmissions; Types of automatic transmission fluids and their application; Automatic transmission service procedures/tests and adjustments.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR10166A REPAIR BRAKING SYSTEMS

Content Brake system/component test procedures; Brake system/component repair, removal and replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR10170A SERVICE BRAKING SYSTEMS

Content Personal safety requirements/hazards associated with brake dust/types of brake material and their potential dangers; Vehicle/equipment/material safety requirements. Environmental requirements for disposal of substances; Principles of operation of braking systems; Braking system servicing procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR12666A REPAIR FINAL DRIVE ASSEMBLY

Content Manual handling techniques; Construction and operation of final drives relevant to application; Testing and adjustment procedures; Repair, removal and replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR12670A SERVICE FINAL DRIVE ASSEMBLIES

Content Personal safety requirements; Vehicle/equipment/plant safety requirements; Types of final drive lubricants and their application; Principles of operation of final drives/types and designs; Final drive assembly service procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR13166A REPAIR FINAL DRIVE (DRIVELINE)

Content Manual handling techniques; Construction and operation of drive lines relevant to application; Testing procedures; Repair, removal and replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR13170A SERVICE FINAL DRIVE (DRIVELINE)

Content Personal safety requirements; Vehicle/equipment/plant safety requirements; Types and designs of drive lines appropriate to application; Principles of operation of drive lines/velocity fluctuations; Service procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR15166A REPAIR STEERING SYSTEMS

Content Principles and geometry of wheel alignment; Construction and operation of mechanical and power assisted steering systems relevant to application; Testing and adjustment procedures for mechanical and power assisted steering systems relevant to application; Repair, removal and replacement procedures for mechanical and power assisted steering systems.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR15170A SERVICE STEERING SYSTEMS

Content Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of mechanical and power assisted steering systems; Steering system service procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR16166A REPAIR SUSPENSION SYSTEMS

Content Construction and operation of relevant types of suspension systems; Suspension system testing procedures and component evaluation; Repair, removal and replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR16170A SERVICE SUSPENSION SYSTEMS

Content Personal safety requirements; Vehicle/equipment safety requirements; Types of suspension systems and principles of operation; Suspension system service procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR18676A TEST, SERVICE AND REPLACE BATTERY

Content Personal safety requirements/safe handling of battery electrolyte and acids; OH&S and statutory legislation/industry codes of practice/disposal of batteries and acid; Types of batteries and basic battery construction; Battery testing procedures, load and specific gravity; Battery charging procedures; Removal and replacement procedures; Servicing procedures; Jump starting procedures.

Nominal Hours 15 Hours

Assessment As per endorsed training package

AUR18708A CARRY OUT MINOR REPAIRS TO ELECTRICAL CIRCUITS/SYSTEMS

Content Personal safety requirements; Vehicle/equipment safety requirements/procedures to avoid damage to electronic control units (ECU); Electrical principles; Electrical measuring and test procedures for minor repairs; Procedures for minor electrical repairs.

Nominal Hours 40 Hours

Assessment As per endorsed training package

AUR19066A REPAIR CHARGING AND STARTING SYSTEMS

Content Principles of operation of charging and starting systems; Construction and operation of charging and starting systems relevant to application; Test procedures for charging and starting systems; Repair procedures for charging and starting systems.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR21171A SERVICE AND REPAIR ELECTRONIC ENGINE MANAGEMENT SYSTEMS

Content Personal safety requirements/OH&S legislation; Vehicle/equipment safety requirements/procedures to avoid damage to electronic control units (ECU); Operating principles of electronic management systems; Construction and operation of engine management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic engine management systems/ components.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR21271A SERVICE AND REPAIR ELECTRONIC DRIVE MANAGEMENT SYSTEMS

Content Construction and operation of drive management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic drive management systems/components.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR21371A SERVICE AND REPAIR ELECTRONIC BODY MANAGEMENT SYSTEMS

Content Construction and operation of body management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic body management systems/components.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR23708A CARRY OUT WELDING, THERMAL CUTTING AND HEATING PROCEDURES

Content Personal safety requirements/OH&S regulations/requirements; Equipment/material safety requirement; Types of materials relevant to application/types of fluxes and their application; Manual metal arc welding procedures; Gas metal arc (MIG) and gas tungsten arc (TIG) welding procedures; Oxy acetylene and spot welding procedures; Oxy acetylene and/or carbon rod heating procedures; Oxy acetylene and/or plasma arc cutting procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR23790A CARRY OUT THERMO PLASTIC REPAIR PROCEDURES

Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental requirements for the disposal of substances; Manual handling techniques; Plastic component removal and replacement procedures; Thermo plastic welding procedures relevant to application/cleaning agent types and application; Thermo plastic bonding procedures relevant to application/cleaning agent types and application; Testing procedures for repaired components relevant to application.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR25678B USE AND MAINTAIN MEASURING EQUIPMENT

Content Measure dimensions or variables; Maintain measuring equipment.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

AUR26108A CARRY OUT PRE-REPAIR OPERATIONS

Content Personal safety requirements; Vehicle/equipment safety requirements; Use and handling of cleaning agents; Manual handling techniques; Component removal and replacement procedures; Component tagging and storage procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR26266A REPAIR BODY PANELS

Content Personal safety requirements/OH&S requirements/regulations; Vehicle/equipment safety requirements; Material types and stress limits; Types of body fillers and their application; Panel beating and split repair procedures; Heat shrinking methods and procedures; Metal finishing procedures; Body filler repair procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR26366A REPAIR MINOR STRUCTURAL DAMAGE

Content Personal safety requirements/OH&S requirements/regulations; Vehicle/equipment safety requirements; Manual handling procedures; Body panel manual measuring procedures for minor structural damage; Panel/aperture reforming procedures for minor structural damage.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR26367A REPAIR MAJOR WELDED PANELS

Content Personal safety requirements/OH&S requirements/regulations; Vehicle/equipment safety requirements; Manual handling procedures; Major welded panel replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR26466A REPAIR BODY COMPONENTS USING LEAD WIPING

Content Personal safety requirements/OH&S requirements/legislation; Vehicle/material/equipment safety requirements; Types of materials; Environmental protection requirements/waste product disposal procedures; Lead wiping procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR26508A CARRY OUT VEHICLE BODY AND UNDERFRAME ALIGNMENT

Content Personal safety requirements/OH&S requirements /regulations; Vehicle/equipment safety requirements; Manual handling techniques; Relevant alignment methods, repair techniques and procedures/relevant removal and replacement procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR26608A CARRY OUT VEHICLE MEASUREMENT

Content Personal safety requirements/OH&S requirements /regulations; Vehicle/equipment safety requirements; Manual handling techniques; Relevant measurement methods, techniques and procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR26708A CARRY OUT MAJOR SECTIONAL REPAIR

Content Personal safety requirements/OH&S requirements /regulations; Vehicle/materials/equipment safety requirements; Manual handling techniques; Sealant types and selection/application; Relevant alignment methods/techniques and procedures; relevant sectional repair procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR26864A REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS

Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Sealant selection and application procedures relevant to task required; Removal and replacement procedures for body panels and sections; Removal and replacement procedures for ancillary equipment.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR26965A REMOVE AND REPLACE/FIT PROTECTOR MOULDINGS, TRANSFERS AND DECALS

Content Personal safety requirements/OH&S requirements; Vehicle/equipment safety requirements; Types of mouldings, transfers and decals; Fastening methods/relevant mechanical fasteners/adhesive types and application; Moulding, transfer and decal removal procedures; Moulding, transfer and decal replacement/fitting procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR27064A REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES

Content Personal safety requirements; Vehicle/equipment safety requirements; Manual handling techniques; Removal and replacement procedures for mechanical units/assemblies; Personal safety requirements/OH&S requirements/regulations; Removal and replacement procedures for electrical/electronic units/assemblies including relevant sealant selection and application.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR29603A APPLY REFINISHING MATERIALS

Content Personal safety requirements; Environmental protection requirements; Application methods/types of spray guns/types of brushes.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR29608A CARRY OUT MASKING PROCEDURES

Content Personal safety requirements; Vehicle/equipment/workplace safety requirements; Cleaning agents/masking materials; Masking methods and procedures/equipment operating procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR29649A PREPARE SUBSTRATE FOR REFINISHING

Content Personal safety requirements; Vehicle/equipment/workplace safety requirements; Surface preparation procedures for primers and sealers/operating procedures for relevant surface preparation equipment; Application methods for primers, fillers and sealers; Wet./dry rubbing procedures; Primer/sealed surface preparation for refinishing.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR29749A PREPARE SPRAY PAINTING MATERIALS AND EQUIPMENT

Content Personal safety requirements; Environmental protection requirements; Types of paints/paint application methods/paint drying methods; Paint mixing techniques; Spray guns and their application/equipment preparation procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR29803A APPLY COLOUR MATCHING TECHNIQUES

Content Personal safety requirements; Environmental protection requirements and procedures; Paint mixing and colour matching procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR29908A CARRY OUT PAINT RECTIFICATION AND TOUCH UP WORK

Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant environmental protection requirements and procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR30003A APPLY DECORATIVE DESIGNS

Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Spray gun and brush/air brush techniques for decorating and design applications; Decorating and design procedures.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR30149A PREPARE AND PAINT PLASTIC COMPONENTS

Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Types of paints/types of spray guns and brushes/air brushes; Surface preparation procedures; Spray gun and paint brush/air brush application techniques.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR30203A APPLY RUST PREVENTION AND SOUND DEADENING MATERIALS

Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Techniques and use of spray gun/heat gun and brush types; Special treatment materials, application procedures and drying methods; Protective coatings and their application.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR30508A CARRY OUT BUFFING AND BURNISHING

Content Personal safety requirements/procedures to prevent hazards/OH&S requirements; Vehicle/component/equipment safety requirements; Application and operating procedures of buffing and burnishing equipment; Identify surface materials and finishes; Buffing and burnishing procedures/work treatment processes.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR31649A PREPARE VEHICLE/COMPONENT/EQUIPMENT FOR CUSTOMERS USE

Content Personal safety requirements; Vehicle/equipment/workshop safety requirements; Necessary cleaning agents/environmental requirements for disposal of substances; Vehicle/component/equipment basic operation relevant to application; Cleaning procedures relevant to application. Pre-delivery/inspection and testing procedures relevant to application.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR37927A IDENTIFY AUTOMOTIVE PARTS/COMPONENTS/ACCESSORIES

Content Identify vehicle/unit; Identify the actual part(s)/product(s) required by correct terminology; Identify vehicle/system accessories.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

AUR38038A PLAN AND ORGANISE STOCK

Content Analyse characteristics of stock received; Organise unloading of stock; Order stock; Organise stock storage and retrieval system; Manage stock levels.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR42621A PROMOTE PRODUCTS AND SERVICES

Content Promote products and/or services to customers; Establish on-sell opportunities.

Nominal Hours To be advised

Assessment As per endorsed training package

AUR51356A READ IN THE WORKPLACE

Content Read texts that contain specialist knowledge and may be organised in a variety of formats.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

AUR51677A USE NUMBERS IN THE WORKPLACE

Content Operate with numbers to establish procedures; Calculate numerical and related information to establish procedures; Interpret and present numerical and related information to establish procedures.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

AUR59114A CONTRIBUTE TO ASSESSMENT OF STAFF COMPETENCIES

Content Assist with the assessment of current skills of individual/team staff.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR59211A COACH STAFF ON THE JOB

Content Prepare for coaching session; Deliver training; Review outcomes of session.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR59350A CONDUCT INFORMATION SESSIONS

Content Prepare for the session; Present the session; Follow-up outcomes of the session as required.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR59554A PROVIDE TECHNICAL GUIDANCE

Content Assist staff with service/repair work; Provide technical information to staff; Facilitate continuous education of self and others.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR59647A COORDINATE WORK ACTIVITIES

Content Plan activities for individual and/or team to complete tasks; Implement job plan; Deal with unexpected events, which impact the job plan.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR61230A INSPECT TECHNICAL QUALITY OF WORK

Content Inspect work done by other staff; Apply quality standards to work; Protect customer property and interests.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR61447A PARTICIPATE IN IMPROVING WORKPLACE PRODUCTIVITY

Content Identify procedures to improve workplace productivity; Recommend equipment requirements to management; Communicate with staff about workplace productivity.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR62721A ESTABLISH CUSTOMER REQUIREMENTS OF A COMPLEX NATURE

Content Confirm customer requirements; Advise customer of available options; Inform customer of costs; Agree action plan with customer.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR6337A MAINTAIN BUSINESS IMAGE

Content Maintain the physical appearance of the workplace; Maintain enterprise dress and grooming standards; Implement waste disposal processes; Promote products and services provided by the business.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR65116A DETERMINE VEHICLE DAMAGE AND RECOMMENDED REPAIR PROCEDURES

Content Personal safety requirements; Vehicle/equipment safety requirements; Written communication and report writing procedures; Vehicle damage inspection procedures/industry repair standards.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR65230A INSPECT PAINT AND/OR TRIM AND/OR ACCESSORIES AND ASCERTAIN RECOMMENDED REPAIR PROCEDURES

Content Personal safety requirements; Vehicle/equipment safety requirements; Repair procedures appropriate to the application; Written communications and report writing relevant to application.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR65722A ESTIMATE COMPLEX JOBS

Content Estimate time requirements for jobs; Source parts; Identify sub-contract testing and/or service repair work costs for incorporation into the total estimated cost; Estimate total job costs.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR66108A CARRY OUT DIAGNOSTIC PROCEDURES

Content Symptom and cause differentiation; Diagnostic procedures and problem solving techniques; Documenting and reporting procedures.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR66208A CARRY OUT DIAGNOSES OF COMPLEX SYSTEM FAULTS

Content Analyse reported faults; Identify causes of faults; Establish repair requirements.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR66671A SERVICE/REPAIR COMPLEX SYSTEMS

Content Determine repair/service method; Complete service/repairs; Conduct testing procedures.

Nominal Hours To be advised

Assessment As per accredited curriculum

AUR70125A FOLLOW WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURES

Content Follow workplace procedures for hazard identification and avoidance; Maintain the cleanliness of equipment and work areas; Locate and identify workplace fire extinguisher types, applications and operating procedures; Carry out emergency procedures; Follow basic security procedures; Carry out basic first aid and cardio-pulmonary resuscitation (CPR) procedures.

Nominal Hours 20 Hours

Assessment As per endorsed training package

AUR70278A USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT

Content Tools and equipment safety and operating procedures; Tools and equipment selection procedures; Basic maintenance procedures of tools and equipment.

Nominal Hours 20 Hours

Assessment As per endorsed training package

AUR70314A CONTRIBUTE TO WORKPLACE COMMUNICATION

Content The communication process; Written and oral communication skills; Use and maintenance of workplace records

Nominal Hours 20 Hours

Assessment As per endorsed training package

AUR70421A ESTABLISH RELATIONS WITH CUSTOMERS

Content Customer relationship principles; Relevant customer legislation; Questioning and active listening skills relevant to customer communication.

Nominal Hours 20 Hours

Assessment As per endorsed training package

BBJ506 REFLECTIVE LEARNING AND PRACTICE 1A

Prerequisite(s) Certificate II in General Education for Adults

Content Use self-assessment to develop a profile of current competencies, strengths and weaknesses; Investigate a range of tertiary offerings and further study options; Analyse the entry requirements/determent learning needs; Understanding learning to learn concepts.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

BBJ507 REFLECTIVE LEARNING AND PRACTICE 1B

Prerequisite(s) Certificate II in General Education for Adults

Content Demonstrate effective use of Internet and technology to gain information; Demonstrate the skills required to effectively participate in a collaborative learning environment; Demonstrate the research and writing skills to produce a complex written text; Use a word processing package to present written material in an appropriate form.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

BBJ508 REFLECTIVE LEARNING AND PRACTICE 2A

Prerequisite(s) Certificate IV in Further Education

Content Monitor suitability of learning plan and evaluate progress within it through ongoing self-assessment; Develop and implement appropriate self-improvement plans to enhance progress course; Conduct an investigative project into some aspect of the transition from ACFE to work or further study.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BBJ509 REFLECTIVE LEARNING AND PRACTICE 2B

Prerequisite(s) Certificate IV in Further Education

Content Demonstrate effective self-reflection skills; Identify different learning styles and demonstrate active learning techniques; Demonstrate the ability to research the ability through a University library and use of standard referencing conventions; Demonstrate advanced word processing skills; Use an electronic referencing database to store reference and to generate a bibliography; Demonstrate effective reading skills and critically evaluate information gained from a variety of sources.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCC1003A DRAIN/DE-WATER SITE

Content Plan and prepare work; Position sedimentation control; Remove surface water; Construct sump/wells; Remove water from sumps/wells, trenches and pits; Clean up.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCC1005A USE HAND AND POWER TOOLS

Content Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC1006A USE SMALL PLANT AND EQUIPMENT

Content Identify plant and equipment operations and safety requirements; Select plant and equipment; Select fuel, lubricants, tools and equipment; Carry out basic machinery checks; Carry out machine start-up/shut-down procedures; Use plant and equipment; Carry out periodic maintenance; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCC1009A CARRY OUT MANUAL EXCAVATION

Content Select tools and equipment; Dig small excavations by hand; Clean out excavation; Erect safety equipment; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCC1012A SPREAD AND COMPACT MATERIAL MANUALLY

Content Plan and prepare job; Spread and compact materials; Clean up.

Nominal Hours 2-12 Hours

Assessment As per accredited curriculum

BCC1013A MONITOR MACHINE OPERATION

Content Plan and prepare work; Support machine operator; Identify and protect services; Assist with fitting and removing machine attachments; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCC1014A CONTROL CONSTRUCTION TRAFIC

Content Plan and prepare work; Co-ordinate site traffic; Operate radio; Clean up.

Nominal Hours 4 Hours

Assessment As per accredited curriculum

BCC1005A USE HAND AND POWER TOOLS

Content Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC2000A READ AND INTERPRET PLANS

Content Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Determine drainage requirements; Recognise amendments; Read and interpret specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCC2001A CARRY OUT BASIC SITE SURVEY

Content Plan and prepare work; Maintain given level or specified slope with boning rods; Set up and use dumpy level; Set up and use horizontal laser level; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCC2002A OXY/LPG ACETYLENE CUTTING

Content To be advised.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCC2004A LAY PIPES

Content Plan and prepare job; Set out and excavate trenches; Install bedding materials; Lower and position pipes; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCC2005A REPAIR PAVEMENTS

Content Plan and prepare work; Repair potholes; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCC2006A ERECT/DISMANTLE FENCING AND GATES

Content Plan and prepare work; Erect fence; Erect gates and signage; Maintain fencing and gates; Remove and make good. Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCC3001A CONDUCT TIP TRUCK OPERATIONS

Content Plan and prepare work; conduct pre-operational checks; operate tip truck; carry out driver maintenance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCC3002A CONDUCT BACKHOE/LOADER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate backhoe/loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

BCC3003A CONDUCT DOZER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate dozer; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Select, remove and fit attachments; Clean up.

Nominal Hours 240 Hours

Assessment As per accredited curriculum

BCC3004A CONDUCT EXCAVATOR OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate excavator; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out excavator maintenance; Select, remove and fit attachments; Clean up.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

BCC3005A CONDUCT FRONT END LOADER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate front end loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

BCC3006A CONDUCT GRADER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate grader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.

Nominal Hours 240 Hours

Assessment As per accredited curriculum

BCC3007A CONDUCT SCRAPER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate scraper; Couple machines; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

BCC3008A CONDUCT SKID STEER LOADER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate skid steer loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3009A CONDUCT ROLLER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate roller; Apply concepts of road anatomy; Apply knowledge of rock types and their characteristics; Carry out operator maintenance; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3010A CONDUCT WATER CART OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate water cart; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCC3012A CONDUCT DUMP TRUCK OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Operate dump truck; Carry out operator maintenance; Clean up.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCC3013A CONDUCT FORKLIFT OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Operate fork lift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCC3014A CONDUCT PIPELAYER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate pipelayer; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3015A CONDUCT RECYCLER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate recycler; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3017A CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Operate telescopic materials handler; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3018A CONDUCT MATERIALS SPREADER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate materials spreader; Carry out operator maintenance; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3019A CONDUCT PROFILE PLANER OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate profile planer; Carry out operator maintenance; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3028A CONTROL TRAFFIC

Content Plan and prepare traffic control procedure; Establish traffic control operations; Assist in setting out the traffic guidance scheme; Direct traffic; Close down traffic control operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCC3030A INSTALL DRAINAGE AND PIPELINE SYSTEMS

Content Plan and prepare work; Form surface and establish temporary stormwater diversions; Excavate for sub-soil drainage or pipeline; Lay pipelines; Place sub-soil drainage; Install culverts; Construct boxed/enclosed drains; Construct open drains; Clean up.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BCC3031A MAINTAIN DRAINAGE SYSTEMS

Content Plan and prepare work; Test, inspect and flush solid drainage; Inspect, clear and repair culverts; Repair pipe and culvert joints; Repair inspection hole; Clean gully pits; Repair/replace drains; Maintain kerbs, channels, medians, barriers and inverts; Maintain open drains; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCC3032A PREPARE ROAD SUBGRADE

Content Plan and prepare work; Set out subgrade; Assist with subgrade formation; Place and compact subgrade replacement materials.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3034A APPLY BITUMEN SEAL

Content Plan and prepare works; Set out bitumen seal wearing surface; Prepare surface; Apply seal binder; Place and spread aggregate; Roll bitumen seal; Clean up work site.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCC3035A LAY ASPHALT

Content Plan and prepare works; Prepare surface; Place, spread and compact asphalt; Clean up work site.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCC3036A SPREAD AND COMPACT GRANULAR MATERIALS

Content Plan and prepare works; Set out sub-base/base; Control delivered materials; Place and spread materials; Compact materials; Clean Up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCC3037A PLACE KERB, CHANNEL, MEDIAN AND BARRIER STRIPS

Content Plan and prepare work; Set out and prepare for construction/installation; Install services and conduits; Operate slip from machines for kerb and barrier strips; Pour concrete to installed formwork; Finish kerbs, gutters, barriers and inverts; Install pre-cast concrete units; Repair kerbs, gutters and median/barrier strips; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCC3038A LAY SEGMENTAL/UNIT PAVINGS

Content Define soil type and determine paving material; Prepare to lay paving; Prepare substrate; Construct paving; Clean up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCC3039A APPLY ROAD MARKINGS

Content Plan and prepare work; Prepare surface and set out; Prepare marking material; Apply paint with spray gun; Operate line marking machine; Apply paint with roller; Apply paint with brush; Clean up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCC3040A INSTALL AND MAINTAIN SIGNAGE AND ROADSIDE FIXTURES

Content Plan and prepare work; Erect light/utility poles; Position signage; Erect road barriers; Erect road/kerb fixtures; Erect road fencing and noise reducers; Maintain walkways, handrailing, fencing and guardrails; Maintain signage; Maintain off road rest or picnic areas; Clean up.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BCC3041A MAINTAIN SEALED ROADS

Content Plan and prepare work; Store, prepare and transport materials; Repair damaged wearing surface and edges; Repair potholes; Repair and seal surface cracks; Maintain kerbs and drainage system; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCC3050A CONSTRUCT SUBSTRUCTURES - BRIDGE AND WHARVES

Content Plan and prepare work; Set up construction operation; Locate piling rig and drive piles; Pour caissons; Prepare pile heads for designed structure; Construct reinforced concrete pier heads/beams; Fit and fix crossheads/pier beams to piles; Fit and fix waling, bracing and complete abutments; Complete timber abutments; Install bearings/holding down brackets; Install beams/girders/trusses; Clean up.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BCC3051A INSTALL DECK

Content Plan and prepare work; Provide safety protection; Install timber decking and kerbing; Install precast or prefabricated deck; Install pre-stressed concrete deck; Prepare for cast in-situ concrete deck; Install built-in/caste-in services, attachments and block outs; Pour concrete and finish; Fit and fix kerbing, handrailing and stairs; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCC3052A MAINTAIN STRUCTURES - BRIDGES AND MARINE WORKS

Content Plan and prepare work; Maintain substructure connections; Maintain abutments and approaches; Maintain decking and surface finish; Maintain kerbing, stairs and safety railings; Maintain services and signs; Clean up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCF2001A USE STATIC MACHINES

Content Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCF2004A LAYOUT SIGNS

Prerequisite(s) BCG1002A plan and Organise Work; BCG1003A Read and Interpret Plans

Content Developing the design of internal/external signs to client's requirements, using data from client's drawings and information

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF2005A USE COLOUR MATCHING FOR SIGN WRITING

Prerequisite(s) BCG1003A Read and Interpret Plans; BCG1005A Use Hand and Power Tools

Content This unit applies to identifying and matching colours against a specified sample.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCF2010A MAINTAIN INVENTORY AND CONTROL, STOCK

Content Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCF2011A USE COMPUTERS

Content Identify computer operation and application uses in the workplace; Use system and provide data entry; verify/confirm data input

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCF2012A PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT

Content Plan and prepare packaging and transport of manufactured products; Identify and select appropriate packaging for manufactured products; Prepare for handling and transporting of manufactured products; Undertake appropriate handling and transporting techniques of manufactured products; Clean up.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

BCF2013A ASSEMBLE COMPONENTS

Content Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCF2014A MANUALLY CUT GLASS TO SIMPLE SHAPES

Content Plan and prepare work; Cut glass to a straight line; Circle and hole cutting; Cutting glass to simple shapes; Maintain safe working area; Clean up.

Nominal Hours 4 Hours

Assessment As per accredited curriculum

BCF2016A PREPARE FOR OFF-SITE MANUFACTURING PROCESS

Content Plan and prepare for the manufacturing process; Identify, select and prepare materials for use in off-site production process; Identify fabricated components and method of assembly; Process for manufacture, assembly and fabrication and sequencing is monitored; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCF2018A APPLY AND INSTALL SEALANT AND SEALANT DEVICES

Content Select and prepare materials and equipment; Prepare surface to receive sealants; Apply sealant; Install sealant devices; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCF3000A MAINTAIN STATIC MACHINERY

Content Plan and prepare work; Identify and check safety switches of machine; Maintain machine; Install cutters/blade to machine; Lubricate machine; Test and adjust machine; Clean up.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCF3001A SETUP STATIC MACHINERY

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

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCF3008A IDENTIFY WINDOW AND DOOR CONSTRUCTION

Content Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCF3009A SETTING OUT OF WINDOWS AND DOORS

Content Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

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

Content Plan and prepare work; Set up machine; Machine components; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3011A ASSEMBLE (DOOR/WINDOWS)

Content Plan and prepare work; Check components to be assembled; Assemble frame; Assemble door/sash; Prepare door/sash for fitting; Fit door/sash; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCF3022A APPLY GILDING TO SIGNS

Content Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Use hand and/or power tools for cutting shape and to signage design; Apply gilding to sign; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3024A INSTALL INTERNAL LINING

Content Identify internal lining materials and methods of fixing; Plan and prepare work; Prepare material and surface for fixing; Fit and install lining material to surfaces; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3026A APPLY LINE AND SCROLL

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

Nominal Hours 48 Hours

Assessment As per accredited curriculum

BCF3028A WRITE TICKETS AND SHOWCARDS

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3029A APPLY WATER GILDING - GLASS

Content Plan and prepare work; Prepare background surface of sign; Identify and draw to scale various types of lettering and decorative forms of signage; Apply gilding to sign; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3030A SCREEN PRINT

Content Plan and prepare work; Screen print; Identify and solve problems; Maintain equipment and tools.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3036A SHIFT MATERIALS MANUALLY

Content Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCF3037A SET OUT AND LEVEL

Content Plan and prepare work; Use automatic/spirit level to identify/determine levels; Set ut alignment to given co-ordinates; Set up vertical levels; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCF3038A APPLY AND TRIM DECORATIVE FINISHES

Content Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3041A CUT AND INSTALL GLASS

Content Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCF3042A MARK OFF/OUT

Content Plan and prepare work; Transfer dimensions from engineering drawing to work; Make templates for plate, sheet, pipe and section; Develop pattern for sheet, plate or hollow sections; Estimate quantities of materials for engineering drawings; Mark out patterns to sheet, plate or hollow sections.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCF3045A MANUFACTURE JOINERY UNIT COMPONENTS

Content Plan and prepare work; Select, prepare materials for use in joinery production process; Manufacture components; Secure and hold components in place; Fabricate assembled components; Process for manufacture and fabrication sequencing is monitored; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCF3052A SIGN WRITE TO SIMPLE FORMS

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

Nominal Hours 56 Hours

Assessment As per accredited curriculum

BCF3053A SIGN WRITE TO DECORATIVE FORMS

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

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCF3054A APPLY GRAPHICS USING PRESSURE SENSITIVE FILMS

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

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCF3055A APPLY GRAPHICS TO ILLUMINATED SIGNFACES

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

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCF3056A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS - VINYL

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3057A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – DIGITAL

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3058A PRODUCE COMPUTER AIDED MANUFACTURED (CAM) SIGNS – 3D DIMENSIONAL

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCF3062A HAND RENDER PICTORIALS

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION

Content Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG1001A CARRY OUT OH&S REQUIREMENTS

Content Plan and prepare for safe work practices; Use safe work practices to carry out work; Assume responsibility for safety of self and others; Work from ladder and work platforms; Use 240V power supply safely; Adhere to emergency procedures; Carry out general housekeeping.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1002A PLAN AND ORGANISE WORK

Content Identify work requirements; Plan process to complete work; Select tools and equipment; Demonstrate safe and efficient sequence of work; Modify plan; Report outcomes; Clean up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG1003A READ AND INTERPRET PLANS

Content Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify and locate key features from sectional details and elevations; Recognise amendments; Read and interpret specifications.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS

Content Obtain measurements; Perform simple calculations; Estimate approximate quantities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG1005A USE HAND AND POWER TOOLS

Content Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCG1006A USE SMALL PLANT AND EQUIPMENT

Content Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING

Prerequisite(s) BCG1001A Carry out OH&S Requirements, BCG1005A Use hand and power tools.

Content Plan and prepare work; Erect safety barriers; erect scaffolding; Dismantle scaffold; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1008A USE SIMPLE LEVELLING DEVICES

Content Plan and prepare work; Set up and use levelling device; Transfer heights with straight edge and spirit level; Maintain given level or specified slope with boring rods; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT

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

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

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS

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

Content Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE

Content Plan and prepare work; Correctly manual handle, sort and stack construction material; Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)

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

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

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)

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

Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG1019A PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING)

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

Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Assist with initial preparation of surfaces for painting and decorating; Assist with preparing surfaces for final finish; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES

Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).

Content Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG2001A PREPARE SURFACES

Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding.

Content Plan and prepare work; Prepare work area for application process; Prepare surface by sanding/grinding; Patch holes; Stop and fill surface; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG2002A OXY/LPG ACETYLENE CUTTING

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

Content Set up; Cut material; Shut down; Clean up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG2003A CARRY OUT GENERAL DEMOLITION

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding, BCG1017A Prepare for construction process (demolition).

Content Plan and prepare work; Demolish building/structure; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG2004A CARRY OUT LEVELLING

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

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

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK

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

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

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP)

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

Content Plan and prepare work; Conduct routine checks of platform; Locate equipment in place for work application; Elevate platform to work location; Lower platform and shut down; Clean up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)

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

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

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG2009A CARRY OUT CONCRETE WORK

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

Content Plan work; Carry out concrete placement; Clean up site.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE

Prerequisite(s) BCG1005A Use hand and power tools.

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

Nominal Hours 4 Hours

Assessment As per accredited curriculum

BCG2012A MAKE SET-OUTS

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

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

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG3009A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL

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

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

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG3010A INSTALL WINDOWS TO WALL FRAMING

Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling.

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

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCG3011A CARRY OUT BASIC SETTING OUT

Prerequisite(s) BCG1003A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.

Content Plan and prepare work; Identify and indicate site boundaries; Set out first line for building; Set out right angled corner; Install other building lines; Check for square; Clean up.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING

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

Content Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCG3013A CONDUCT FORKLIFT OPERATIONS

Content Plan and prepare work; Conduct pre-operational checks; Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING

Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).

Content Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3015A ERECT TIMBER ROOF TRUSSES

Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.

Content Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3016A INSTALL SUB FLOOR FRAMING

Prerequisite(s) BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.

Content Plan and prepare work; Install timber bearers; Install timber floor joists; Install steel bearers and joists/ladder frames; Install bearers and 'drop-in' joists; Install site assembled bearers and joists (long span); Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG3017A INSTALL TIMBER AND SHEET FLOORING

Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing.

Content Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG3018A ERECT STEEL ROOF TRUSSES

Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing, BCG3019A Construct and erect steel wall framing.

Content Plan and prepare work; Erect steel roof trusses; Clean up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3019A CONSTRUCT AND ERECT STEEL WALL FRAMING

Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing.

Content Plan and prepare work; Construct and erect walls; Install insulation and sarking; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES – IRREGULAR ROOFS

Prerequisite(s) BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.

Content Plan and prepare work; Set out and prepare members for roof erection; Erect pyramidal or conical roof; Erect roof to splayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3021A INSTALL DOOR FRAMES

Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.

Content Plan and prepare work; Prepare floor joists for timber door frame; Prepare door frame for floor slab; Install door frame; Clean up.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

BCG3022A FINISH EAVES

Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.

Content Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

BCG3023A INSTALL EXTERIOR CLADDING

Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry).

Content Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinth, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS

Prerequisite(s) BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.

Content Plan and prepare work; Set out and prepare material; Assemble and erect stair; Fit and fix handrailing and balustrade; Finish stairs; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG3025A INSTALL EXTERNAL OR INTERNAL DOORS

Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition wall, BCG3021A Install door frames.

Content Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fix pelmet and architrave's; Hang sliding door; Fit trim and door hardware; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3026A INSTALL FITMENTS

Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT).

Content Plan and prepare work; Select and prepare materials for installing fitments; Install fitments; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION

Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1014A Prepare for construction process (dry wall plastering), BCG2001A Prepare surfaces, BCG2008A Use explosive power tools (EPT).

Content Plan and prepare work; Set out; Prepare for bath installation; Prepare for shower base installation; Install vanity unit; Install sink unit; Clean up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3029A FIX TIMBER MOULDINGS

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

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

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG3030A REPLACE GLASS

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

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

Nominal Hours 20 Hours

Assessment As per accredited curriculum

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

Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT), BCG3021A Install door frames.

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

Nominal Hours 6 Hours

Assessment As per accredited curriculum

BCG3032A FIX TIMBER RAKING MOULDS

Prerequisite(s) BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings.

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

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES

Prerequisite(s) BCG3010A Install windows to wall framing.

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

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCG3034A ERECT/DISMANTLE FORMWORK

Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2005A Erect and strip formwork for concrete work.

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

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK

Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.

Content Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Place concrete; Strip shutters; Jump system; Dismantle system; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCG3041A UNDERTAKE DOGGING

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1018A Prepare for construction process (steelwork).

Content Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCG3043A OPERATE HOIST

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG2007A Operate elevated work platforms (EWP).

Content Plan and prepare work; Conduct daily safety check; Record results; Operate hoist.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3044A APPLY DECORATIVE FINISHES

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

Content Plan and prepare work; Prepare application area; Apply mirror paint finish; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Produce glazed finish; Apply colour fleck finishes; Apply stencils; Clean up and store equipment.

Nominal Hours 114 Hours

Assessment As per accredited curriculum

BCG3045A APPLY PAINT BY SPRAY

Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.

Content Plan and prepare work; Prepare materials, unit and application area; Set up and test spray equipment; Apply paint by spray; Clean up and store equipment.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCG3046A APPLY TEXTURE COATINGS

Prerequisite(s) BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3119A Prepare surfaces for painting and decorating.

Content Plan and prepare work; Set up scaffold if required; Prepare surfaces for finishing; Apply texture material by trowel or roller; Apply finishing material by spray; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)

Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.

Content Plan and prepare work; Install plates on masonry walls; Install ceiling joists; Install hanging beams; Install ceiling battens; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3048A INSTALL GLASS BLOCKWORK

Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).

Content Plan and prepare work; Set out and prepare base; Install glass blocks; Clean up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3067A CONSTRUCT CORBELS AND DECORATIVE BRICKWORK

Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.

Content Plan and prepare work; Set out for featured brickwork; Lay bricks and form corbels and protrusions; Construct brickwork to acute and obtuse angled corners; Lay plinth bricks or squints to form plinth areas or sills; Rake/rule joints; Carry out tuck pointing; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3068A CONSTRUCT BATTERED MASONRY SURFACES

Prerequisite(s) BCG1015A Prepare for construction process (brick/block laying), BCG2009A Carry out concrete work, BCG3011A Carry out basic setting out, BCG3115A Lay segmental/unit paving.

Content Plan and prepare work; Prepare base for masonry or stone; Lay masonry or stone to sand bedding; Lay masonry or stone to mortar bed; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3069A CONSTRUCT FIREPLACE AND CHIMNEY

Prerequisite(s) BCG1015A Prepare for construction process (brick/block laying), BCG3011A Carry out basic setting out, BCG3107A Carry out veneer construction, BCG3108A Carry out solid brick construction.

Content Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and firebox; Construct firebox and face brickwork; Form throat and chimney shaft; Complete chimney; Rake/rule joints; Clean up.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

BCG3092A APPLY SOLID RENDER

Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1013A Prepare for construction process (solid plastering), BCG2001A Prepare surfaces, BCG2004A Carry out levelling.

Content Plan and prepare work; Prepare surface area; Mix materials for render/solid plaster; Apply render; Cure applied surface; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3096A APPLY PAINT BY BRUSH/ROLLER

Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.

Content Select and prepare materials and equipment; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Apply paint with brush/roller; Clean up.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BCG3097A MATCH SPECIFIED PAINT COLOUR

Prerequisite(s) BCG1005A Use hand and power tools.

Content Prepare materials and equipment; Match paint colour to specified sample; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3098A APPLY CLEAR TIMBER FINISH

Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.

Content Select and prepare materials and equipment; Stain bare timber surface; Apply clear finishes; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3100A PREPARE SURFACES FOR PAINTING AND DECORATING

Prerequisite(s) BCG1006A Use small plant and equipment.

Content Select and prepare materials and equipment; Erect work platform; Prepare new or un-coated surfaces for painting or clear finish; Prepare previously coated surfaces for painting or clear finish; Prepare surface for wallpaper; Remove wallpaper and prepare surface for painting; Prepare surface for decorative painted finishes; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3101A APPLY WALLPAPER

Prerequisite(s) BCG1008A Use simple levelling devices, BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.

Content Select and prepare materials and equipment; Erect work platform; Prepare surface and wallpaper; Apply wallpaper; Clean up.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BCG3103A APPLY INDUSTRIAL PROTECTIVE COATINGS

Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3124A Apply paint by spray, BCG3119A Prepare surface for painting and decorating.

Content Select and prepare materials and equipment; Erect work platform; Prepare iron and steel surfaces for the application of protective coating systems; Apply protective coating system; Clean up.

Nominal Hours 34 Hours

Assessment As per accredited curriculum

BCG3107A CARRY OUT VENEER CONSTRUCTION

Prerequisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).

Content Plan and prepare work; Set out brickwork/blockwork; Construct base brickwork/blockwork; Construct veneer walls; Rake/rule joints; Clean up.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION

Prerequisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).

Content Plan and prepare work; Set out brickwork; Construct base brickwork; Position door and window frames; Construct cavity and single brick walls; Rake/rule joints; Clean up.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS

Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner).

Content Plan and prepare work; Set out steps; Lay bricks/blocks and form steps; Clean up.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)

Prerequisite(s) BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.

Content Plan and prepare work; Select bricks/blocks and mortar materials; Prepare location and materials; Lay bricks/blocks; Clean up.

Nominal Hours 76 Hours

Assessment As per accredited curriculum

BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS

Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.

Content Plan and prepare work; Set out brickwork; Construct walls and attached piers; Construct isolated piers; Rake/rule joints; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3112A CONSTRUCT MASONRY ARCH – SEMI-CIRCULAR AND SEGMENTAL

Prerequisite(s) BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.

Content Plan and prepare work; Set out first course; Construct wall to arch level; Set up arch centre; Cut and lay bricks/blocks to form arch; Clean up.

Nominal Hours 56 Hours

Assessment As per accredited curriculum

BCG3113A CONSTRUCT CURVED WALL

Prerequisite(s) BCG2084A Carry out levelling, BCG3011A Carry out basic setting out, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.

Content Plan and prepare work; Set out; Lay first course; Lay subsequent courses and complete wall; Clean up.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BCG3114A CONSTRUCT MASONRY BLOCKWORK

Prerequisite(s) BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1010A Carry out concreting to simple forms, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.

Content Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3115A LAY SEGMENTAL/UNIT PAVING

Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.

Content Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3120A FIX LININGS AND PANELLING

Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1016 Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames, BCG2001A Prepare surfaces.

Content Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

BCG3122A ERECT/DISMANTLE SLIP FORM FORMWORK

Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.

Content Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Locate yokes, jacks and connect hydraulic system; Place concrete; Activate jacking system; Slip system; Dismantle system; Clean up.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BCGSV5001A ASSESS THE CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Content Research for compliance with building and planning legislation; Record all relevant planning and construction information; Investigate and evaluate a site for establishment, preparation and excavation requirements; Determine trade sequencing; Evaluate and apply cyclone resistant construction to buildings; Evaluate construction standards and practices.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BCGSV5002A EVALUATE MATERIALS FOR CONSTRUCTION OF DOMESTIC SCALE BUILDINGS

Content Analyse building materials; Investigate suitability of materials for typical domestic scale buildings.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV5003A PRODUCE WORKING DRAWINGS FOR RESIDENTIAL BUILDINGS

Content Use drawing instruments, equipment and materials to set out drawings; Produce drawings at varying scales using architectural conventions for linework, lettering and symbols; Read and interpret plans and specifications for a single storey dwelling; Draw three-dimensional sketches; Produce building permit approval drawings.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

BCGSV5004A APPLY LEGISLATION TO URBAN DEVELOPMENT AND BUILDING CONTROLS

Content Promote sustainable building and conservation practices in the community; Identify the legal requirements relating to building developments; Determine individual and community responsibilities relating to approval applications for building and land-use developments; Interpret and apply building, land-use and related legislation; Determine the legal responsibilities of builders and owners relative to building projects; Apply special provisions of building and land-use legislation; Establish the system for dispute resolution.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5005A APPLY FOOTING AND GEOMECHANICAL DESIGN PRINCIPLES FOR DOMESTIC SCALE BUILDINGS

Content Evaluate geological formation of rocks and their subsequent weathering to form various soil types; Read and evaluate both topographical and geological maps; Identify soil types and their behaviour; Determine suitability of foundation soils to support various types of structures; Identify and apply the various methods and applications of soil testing; Determine footing systems for the site conditions and building type; Site maintenance requirements necessary to minimise long-term damage to the structure.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5006A ASSESS CONSTRUCTION FAULTS IN RESIDENTIAL BUILDINGS

Content Identify and analyse the construction faults arising on residential building sites; Identify construction techniques/methods and materials; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5007A UNDERTAKE SITE SURVEYS AND SET OUT PROCEDURES TO BUILDING PROJECTS

Content Measure linear distances on site using building and basic surveying equipment; Carry out a closed level transverse procedure using the Rise and Fall recording method; Perform grid surveys for contour purposes; Set out T-shaped or L-shaped buildings on a selected site with minimal profiles; Set up and use levelling devices to determine horizontal and vertical angles; Identify levelling/surveying equipment suitability for large building projects; Compute coordinates, bearings and distances related to grids and general set out work on large building sites; Evaluate documents and plans incorporated in land titles.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV5008A APPLY BUILDING CONTROL LEGISLATION TO BUILDING SURVEYING

Content Analyse the Australian administrative legal system; Evaluate administrative law applicable to building control activities; Describe the procedures and benefits of enforcing the law; Analyse the impact of other legislation on State and Territory building/development control legislation; Analyse the professional code of conduct and ethics applicable to building control; Analyse the concepts of liability and responsibility of building practitioners as detailed in legislation.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5009A ASSESS THE IMPACT OF FIRE ON BUILDING MATERIALS

Content Research combustion process as it relates to different materials; Analyse the flammability on the different states of matter; Identify conditions of burning at the fire point; Record mechanisms of heat transfer during fire growth, development and spread; Record the behaviour of building materials subjected to extreme levels of heat; Devise the fire load of a building and describe the effect on the Building Code of Australia (BCA) classification and compartmentation; Report the requirements of fire resistance of materials, building elements and forms of construction.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5010A INTERACT WITH CLIENTS IN A REGULATED ENVIRONMENT

Content Devise interaction strategies; Assess demographic, cultural, social and psychological considerations; Communicate legislative requirements to individuals and/or groups; Record, analyse and report results.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5011A APPLY BUILDING CODES AND STANDARDS TO RESIDENTIAL BUILDINGS

Content Analyse the purpose and basic intent of the BCA; Locate and interpret code/ standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5012A ASSESS TIMBER FRAMED DESIGNS FOR ONE AND TWO STOREY BUILDINGS

Content Assess plans and specifications for size, span and spacing of structural members required in ceiling and roof framing; Assess plans and specifications for permanent wind bracing requirements for nominated design gust wind speeds; Assess plans and specifications for size, span and spacings of structural members for timber wall frames/s; Assess plans and specifications for size, span and spacing of structural members for timber stumps, floor bearers and joists.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5013A APPLY PRINCIPLES OF ENERGY EFFICIENT DESIGN TO BUILDINGS

Content Identify the significance of the Macro and Micro climates in the construction process; Assess design criteria for energy efficient construction; Assess building designs; Identify that energy consumption practices are incorporated into design briefs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5014A APPLY BUILDING SURVEYING PROCEDURES TO RESIDENTIAL BUILDINGS

Content Evaluate documents submitted with an application for building approval; Carry out inspections at various stages of building work; Prepare reports on various building types; Determine the compliance of building services with respect to building legislation.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

BCGSV5015A ASSESS STRUCTURAL REQUIREMENTS FOR DOMESTIC SCALE BUILDINGS

Content Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Determine performance criteria for columns; Identify factors affecting design of connections between structural elements; Outline how loads of various types occur and impinge on a building structure.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6001A ASSESS THE CONSTRUCTION OF BUILDINGS UP TO 3 STOREYS

Content Prepare comprehensive checklist schedule to investigate, plan and set up sites; Research and comply with relevant State/Territory legislation and Local Government requirements; Investigate and evaluate building site establishment; Determine stages and sequencing practices for structural systems; Determine requirements for scaffolding systems; Select suitable methods for rubbish removal from building sites; Select suitable cranes and other modes of material handling; Identify and apply of earthquake resistant construction to building; Evaluate construction standards and practices; Plan for continuing maintenance on a construction project.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6002A PRODUCE WORKING DRAWINGS FOR BUILDINGS UP TO 3 STOREYS

Content Read and interpret plans and specifications; Produce draft working drawings; Produce a set of working drawings for a factory and office complex.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6003A ASSESS CONSTRUCTION FAULTS IN BUILDINGS UP TO 3 STOREYS

Content Identify and analyse the construction faults on building sites up to 3 storeys; Identify construction techniques/methods and materials nominated relevant legislation in the BCA and Australian Standard; solve construction faults in construction techniques/methods; Resolve construction faults using alternative construction methods; Resolve common on-site faults with building materials

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6004A APPLY FOOTINGS AND GEOMECHANICAL DESIGN PRINCIPLES TO BUILDINGS UP TO 3 STOREYS

Content Evaluation of slope instability; Analyse retaining wall requirements according to the structure; Determine footing design requirements according to situation; Determine requirements for compaction of soil fill.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6005A EVALUATE SERVICES LAYOUT AND CONNECTION METHODS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS

Content Evaluate layouts of water supply for general and fire fighting use; Evaluate sewerage and drainage disposal methods and their layouts; Evaluate commonly used methods for smoke hazard management, mechanical ventilation and air-conditioning and methods of air filtration and its layout; Evaluate hot water systems and factors affecting selection; Identify natural lighting for varying situations and evaluate suitable lighting fixtures for a range of operations; Evaluate fire fighting and fire detection services; Determine the requirements for general electrical and electronic service installation; Evaluate methods for vertical transportation and layout.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6006A EVALUATE THE USE OF CONCRETE FOR RESIDENTIAL AND COMMERCIAL BUILDINGS UP TO 3 STOREYS

Content Analyse the properties, characteristics, constituents and mix design of concrete; Assess the requirements for concrete handling, placement, compaction, finishing and curing methods; Identify concrete faults and repair methods; Assess the effect of fire on concrete; Identify the environmental issues and new technologies which affect concrete; Determine the cost effectiveness and environmental issues when dealing with recycled materials.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6007A ASSESS STRUCTURAL REQUIREMENTS FOR BUILDINGS UP TO 3 STOREYS

Content Identify structural requirements and loads commonly used in structural design; Analyse the effects of force and moments on structural elements; Analyse properties and behaviour of structural materials; Identify section properties of structural elements and their effect on structural performance; Compare the performance and properties of spanning elements; Compare performance criteria for columns; Compare methods of stress distribution in connections between structural elements; Determine how loads of various types occur and impinge on a building structure; Evaluate the design of high performance structural elements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6008A APPLY BUILDING CODES AND STANDARDS TO BUILDINGS UP TO 3 STOREYS

Content Analyse the purpose and basic intent of the BCA; Locate and interpret code/ standard requirements that are applicable to particular projects; Classify buildings; Apply solutions to construction problems for compliance with the BCA.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6009A IMPLEMENT PERFORMANCE BASED CODES AND RISK MANAGEMENT PRINCIPLES FOR BUILDINGS UP TO 3 STOREYS

Content Evaluate performance based designs; Apply the performance-based Building Code of Australia (BCA); Evaluate risk assessment; Evaluate fire safety engineering.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6010A APPLY FIRE TECHNOLOGY TO BUILDINGS UP TO 3 STOREYS

Content Evaluate smoke control in buildings; Analyse passive fire protection systems for buildings; Determine suitability of fire detection systems for buildings; Determine the requirements for various fire fighting equipment in buildings; Check and identify fire alarms; Determine the requirements for sprinklers and drenchers in buildings; Integrated active fire protection systems with passive fire protection are evaluated to ensure a safe and economical building.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6011A APPLY LEGAL PROCEDURES TO BUILDING SURVEYING

Content Distinguish between common law, judicial precedent and legislation; Identify and interpret the court hierarchy and the civil/criminal jurisdictions of each court; Identify and interpret court room procedures; Identify the types of offences and defences within criminal law; Detail types of evidence admissible in a civil and criminal trial; Identify the rules of statutory interpretation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6012A FACILITATE COMMUNITY DEVELOPMENT CONSULTATION

Content Devise strategies and models of consultation; Facilitate community consultations; Record analyse and report on outcome of consultations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6013A CO-ORDINATE ASSET REFURBISHMENT

Content Establish refurbishment and/or inspection requirements; Evaluate and report inspection outcomes; Implement services contract/s.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

BCGSV6014A MANAGE AND PLAN LAND USE

Content Evaluate legislation pertaining to land use planning; Plan land development and control processes; Determine strategies for the use of land.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCGSV6015A ANALYSE AND PRESENT BUILDING SURVEYING RESEARCH INFORMATION

Content Prepare a research plan; Implement research strategies; Organise and analyse information; Report the findings.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

BCGSV6016A APPLY BUILDING SURVEYING PROCEDURES TO BUILDINGS UP TO 3 STOREYS

Content Evaluate documents submitted with an application for building and land use; Determine the compliance of a new building with the approved plans, relevant legislation and standards during its construction; Compile a report on an existing building of not more than 3 storeys and with a floor area not exceeding 2000 m² for compliance with relevant legislation.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT

Content Work within accepted codes of conduct; Follow confidentiality procedures; Follow security procedures.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

BSACS401A PROVIDE NON-LEGAL ADVICE

Content Receive enquiry; Provide non-legal information; Consult legal practitioner to resolve legal enquiries.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS

Content Use appropriate legal terminology in written and oral communication with internal and external parties; Extend understanding of legal terminology.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSALC401A INTERACT WITH OTHER PARTIES

Content Prepare for liaison; Organise self or other to arrange appointment; Undertake liaison.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS

Content Receive and process a request for information; Identify information source/s; Organise self or other/s to extract information; Ensure information meets request; Compose report/correspondence; Organise self or other to format report/correspondence; Finalise report/correspondence.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALF301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE

Content Record fee-earner time; Enter disbursements incurred.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSALF401A MAINTAIN TRUST ACCOUNTS

Content Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE

Content Record file-related critical dates and times; Make and record appointments on behalf of designated person; Assist designated person/s to prepare for critical dates; Follow up outcomes of meetings or other activities.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

BSALLG401A ARRANGE DOCUMENTS AND LIST EXHIBITS FOR LITIGATION SUPPORT

Content Arrange documents in specified order; Organise self or other to enter document order on firm's record system; Prepare exhibits for court.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPL401A PROVIDE SUPPORT IN PROPERTY LAW MATTERS

Content Augment substantive knowledge of property law; Assist with preparation of prescribed documents to support sale of land; Prepare pre-settlement documents for vendor; Prepare and process pre-settlement documents for purchaser; Attend settlement meeting; Prepare and process post settlement documents for purchaser.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPL402A PROVIDE SUPPORT IN FAMILY LAW MATTERS

Content Property settlement; Maintenance; Contact and residence; Counselling and mediation; Assist with appeals process.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPL403A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS

Content Prepare and process documents involved in criminal law matters; Perform research to support instructing legal practitioner; Assist instructing legal practitioner to prepare for trial.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPL404A PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS

Content Augment substantive knowledge of commercial law; Assist with incorporation of a company; Assist with administration of charges; Assist with the sale of a shelf company.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS

Content Identify the main roles and responsibilities of key bodies in the legal system; Identify key personnel/sections within a legal firm and their functions, to complete routine administrative tasks; Produce and despatch legal documentation; Organise self or other to apply for certificates; Use court etiquette appropriate to the various courts.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSALPP302A CARRY OUT SEARCH OF PUBLIC RECORD

Content Plan search; Conduct search; Receive outcome of search; Deliver information.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

BSALPP401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS

Content Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSALR301A HANDLE RECEIPT AND DESPATCH OF INFORMATION

Content Receive and distribute incoming mail; Receive and despatch outgoing mail; Collate and despatch documents for bulk mailing; Organise urgent and same day deliveries

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSATEC102A ACCESS AND RETRIEVE COMPUTER DATA

Content Operate computer equipment; Open file; Retrieve data; Close file.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES

Content Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BSBADM302A PRODUCE TEXTS FROM NOTES

Content Take notes; Transcribe notes; Edit and revise text.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION

Content Prepare for audio transcription; Transcribe audiotape; Edit and revise text.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS

Content Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BSBADM305A CREATE AND USE DATABASES

Content Use safe work practices; Create simple databases; Create simple database queries; Use simple databases.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM306A CREATE ELECTRONIC PRESENTATIONS

Content Use safe work practices; Prepare presentation; Produce presentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM307A ORGANISE SCHEDULES

Content Establish schedule requirements; Manage schedules.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSBADM308A PROCESS PAYROLL

Content Processing of payroll from provided data in manual and computerised payroll systems.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE

Content Maintain financial journal systems; Prepare bank reconciliations; Maintain accounts payable and accounts receivable systems; Process payments for accounts payable; Prepare statements for accounts receivable; Follow up outstanding accounts.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM310A MAINTAIN A GENERAL LEDGER

Content Process journal entries; Prepare trial balance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES

Content Take dictation using shorthand; Produce complex texts; Edit and revise texts.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS

Content Use safe work practice; Analyse document requirements; Design complex documents; Produce documents.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BSBADM403A DEVELOP AND USE COMPLEX DATABASES

Content Use safe work practices; Develop a linked database solution; Develop database record forms and reports; Automate and standardise database operation; Use databases.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS

Content Advanced functions and formulae; Importing and exporting data; Macros; Templates; Creating graphs and charts.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM405A ORGANISE MEETINGS

Content Make meeting arrangements; Prepare documentation for meetings; Record and produce minutes of meeting.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM406A ORGANISE BUSINESS TRAVEL

Content Organise business itinerary for domestic and overseas travel; Make travel arrangements; Arrange credit facilities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBADM407A ADMINISTER PROJECTS

Content Plan project administration; Coordinate project administration; Finalise and review project administration.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBADM408A PREPARE FINANCIAL REPORTS

Content Maintaining an asset register; Recording general journal entries for balance day adjustments; Preparing final general ledger accounts; Preparing end of period financial reports.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBADM501A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORKGROUP NETWORK

Content Manage the establishment of a workgroup network; Manage the maintenance of a workgroup network; Assist and train network users.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM502A MANAGE MEETINGS

Content Prepare for meetings; Conduct meetings; Follow up meetings.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM503A PLAN AND MANAGE CONFERENCES

Content Plan conference; Promote conference; Organise conference; Coordinate conference proceedings; Follow up conference proceedings.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM504A PLAN OR REVIEW ADMINISTRATION SYSTEMS

Content Plan or review administration systems; Implement new or modified administration system; Monitor administration system.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBADM505A MANAGE PAYROLL

Content Establish procedures for the management of payroll; Prepare payroll data; Authorise payment of salaries; Administer salary records.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBADM506A MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT

Content Establish documentation standards; Manage template design and development; Develop standard text for documents; Develop and implement strategies to ensure the use of standard documentation; Develop and implement strategies for maintenance and continuous improvement of standard documentation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV401A PROFILE A TARGET AUDIENCE

Content Identify the target market; Segment the market; Profile target audience.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBADV402A CONDUCT PRE-CAMPAIGN TESTING

Content Plan for pre-campaign testing; Pilot the advertisement; Utilise pre-campaign test results.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBADV403A MONITOR ADVERTISING PRODUCTION

Content Oversee pre-production work; Oversee production processes; Monitor post-production processes; Produce monitoring reports.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBADV404A SCHEDULE ADVERTISEMENTS

Content Confirm advertising and media requirements; Prepare and cost the media schedule; Book advertising time/space and lodge advertisements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBADV501A DEVELOP A CREATIVE CONCEPT

Content Read and absorb background information; Develop a creative concept; Evaluate a creative concept.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV502A WRITE PERSUASIVE COPY

Content Interpret a creative brief; Evaluate creative options; Prepare persuasive copy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBADV503A COORDINATE ADVERTISING RESEARCH

Content Assess advertising research requirements; Select research method/s; Utilise advertising research findings.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV504A CREATE ADVERTISEMENTS

Content Interpret a creative brief; Create a print advertisement; Create a radio advertisement; Create a television or cinema advertisement; Create a website or e-commerce advertisement.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV505A EVALUATE AND RECOMMEND 'ABOVE THE LINE' MEDIA OPTIONS

Content Evaluate the use of broadcast media for advertising; Evaluate the use of print media for advertising; Evaluate the use of cinema and video as advertising media; Evaluate the use of sponsorship as an advertising medium; Evaluate the use of the Internet as an advertising medium; Recommend 'above the line' media for a target audience.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV506A EVALUATE AND RECOMMEND 'BELOW THE LINE' MEDIA OPTIONS

Content Evaluate the use of direct mail as an advertising medium; Evaluate the use of point-of-sale, sales literature and promotion advertising media; Evaluate the use of other 'below the line' advertising media; Recommend 'below the line' media for a target audience.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV507A DEVELOP A MEDIA PLAN

Content Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBADV508A PRESENT AN ADVERTISING CAMPAIGN

Content Plan an advertising campaign presentation; Prepare for an advertising campaign presentation; Deliver an advertising campaign presentation; Act on feedback from advertising campaign presentation.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BSBADV601A CREATE AN ADVERTISING BRIEF

Content Determine advertiser requirements; Develop an advertising brief; Develop the creative brief.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BSBADV602A DEVELOP AN ADVERTISING CAMPAIGN

Content Define campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

BSBADV603A MANAGE ADVERTISING PRODUCTION

Content Plan the production process for advertisements; Segment the market; Profile target audience.

Nominal Hours 80-120 Hours

Assessment As per accredited curriculum

BSBADV604A EXECUTE AN ADVERTISING CAMPAIGN

Content Develop an implementation strategy; Negotiate media contracts; Monitor the advertising campaign.

Nominal Hours 60-80 Hours

Assessment As per accredited curriculum

BSBADV605A EVALUATE CAMPAIGN EFFECTIVENESS

Content Develop a campaign evaluation strategy; Implement campaign evaluation strategy; Utilise advertising effectiveness data.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBCMN107A OPERATE A PERSONAL COMPUTER

Content Start computer and basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for use and/or organisational requirements; Print information; Shutdown computer.

Nominal Hours 10-20 Hours

Assessment As per accredited curriculum

BSBCMN108A DEVELOP KEYBOARD SKILLS

Content Use safe work practices; Identify and develop keyboard skills; Check accuracy.

Nominal Hours 10-40 Hours

Assessment As per accredited curriculum

BSBCMN201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT

Content Work within organisational requirements; Determine future work/career directions.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN202A ORGANISE AND COMPLETE DAILY WORK ACTIVITIES

Content Organise work schedule; Complete work tasks; review work performance.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN203A COMMUNICATE IN THE WORKPLACE

Content Gather, convey and receive information and ideas; Draft routine correspondence.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN204A WORK EFFECTIVELY WITH OTHERS

Content Develop effective workplace relationships; Contribute to workgroup activities.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSBCMN205A USE BUSINESS TECHNOLOGY

Content Select and use technology; Process and organise data; Maintain technology.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN205A USE BUSINESS TECHNOLOGY (NURSING)

Content This subject introduces the knowledge and skills required to select, use and maintain information technology in a nursing context. It provides the student with the skills in utilising different software programs, organising information, monitoring the state of the hardware and reporting any issues.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN206A PROCESS AND MAINTAIN WORKPLACE INFORMATION

Content Collect information; Process workplace information; Maintain information systems.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN207A PREPARE AND PROCESS FINANCIAL/BUSINESS DOCUMENTS

Content Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN208A DELIVER A SERVICE TO CUSTOMERS

Content Identify customer needs; Deliver service to customers.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN209A PROVIDE INFORMATION TO CLIENTS

Content Establish contact with clients; Respond to client enquiry.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN210A IMPLEMENT IMPROVED WORK PRACTICES

Content Clarify ideas for communication; Solve routine work problems; participate in planning the introduction of change; participate in planning the introduction of change; Support the implementation of change.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES

Content Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN212A HANDLE MAIL

Content Receive and distribute incoming mail; receive and despatch outgoing mail; Organise urgent and same day deliveries; Organise and send electronic mail.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSBCMN213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS

Content Use safe work practices; Confirm document requirements; Produce documents.

Nominal Hours 10-60 Hours

Assessment As per accredited curriculum

BSBCMN214A CREATE AND USE SIMPLE SPREADSHEETS

Content Create simple spreadsheets; Produce spreadsheets; Produce simple charts.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN215A PARTICIPATE IN ENVIRONMENTAL WORK PRACTICES

Content Follow workplace procedures for environmental work practices; Participate in the improvement of environmental work practices; Maintain environmental records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN301A EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT

Content Model high standards of business practices; Influence individuals and groups positively; Make informed decisions.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN302A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT

Content Organise and complete own work schedule; Monitor own work performance; Develop and maintain own competence level.

Nominal Hours 30-40 Hours

Assessment As per accredited curriculum

BSBCMN304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING

Content Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN305A ORGANISE WORKPLACE INFORMATION

Content Collect and assess information; Organise information; Review information needs.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN306A PRODUCE BUSINESS DOCUMENTS

Content Select and prepare resources; Design document; Produce document.

Nominal Hours 10-80 Hours

Assessment As per accredited curriculum

BSBCMN307A MAINTAIN BUSINESS RESOURCES

Content Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN308A MAINTAIN FINANCIAL RECORDS

Content Maintain daily financial records; Maintain the general ledger; Process cash.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBCMN309A RECOMMEND PRODUCTS AND SERVICES

Content Develop and maintain knowledge of products and services; Recommend products and services; Advise on promotional products.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS

Content Identify customers' needs; Deliver a service to customers; Monitor and report on service delivery.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

BSBCMN311A MAINTAIN WORKPLACE SAFETY

Content Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support the organisation's procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN312A SUPPORT INNOVATION AND CHANGE

Content Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN313A MAINTAIN ENVIRONMENTAL PROCEDURES

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours TBA

Assessment As per accredited curriculum

BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours TBA

Assessment As per accredited curriculum

BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours TBA

Assessment As per accredited curriculum

BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours TBA

Assessment As per accredited curriculum

BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours TBA

Assessment As per accredited curriculum

BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours TBA

Assessment As per accredited curriculum

BSBCMN314A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures

Nominal Hours TBA

Assessment As per accredited curriculum

BSBCMN402A DEVELOP WORK PRIORITIES

Content Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN403A ESTABLISH BUSINESS NETWORKS

Content Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS

Content Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN405A ANALYSE AND PRESENT RESEARCH INFORMATION

Content Gather and organise information; Research and analyse information; Present information.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN406A MAINTAIN BUSINESS TECHNOLOGY

Content Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN407A COORDINATE BUSINESS RESOURCES

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

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN408A REPORT ON FINANCIAL ACTIVITY

Content Compile financial information and data; Prepare statutory requirement reports; Provide financial business recommendations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBCMN409A PROMOTE PRODUCTS AND SERVICES

Content Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBCMN410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES

Content Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report on customer service.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN411A MONITOR A SAFE WORKPLACE

Content Provide information to the work group about the Occupational Health and Safety policies and procedures; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for providing Occupational Health and Safety training; Implement and monitor procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Implement and monitor the organisation's procedures for maintaining Occupational Health and Safety records for the team.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN412A PROMOTE INNOVATION AND CHANGE

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

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES

Content Provide information to the work team; Implement and monitor operational procedures; Implement and monitor change and continuous improvement; Implement and monitor recording procedures; Implement and monitor an environmental management training program.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBCMN416A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES

Content Identify risks; Analyse and evaluate risks; Treat risks; Monitor and review effectiveness of treatment of risks.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBCMN419A MANAGE PROJECTS

Content Define project; Develop project plan; Administer and monitor project; Finalise project; Review project.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBEBUS403A COMMUNICATE ELECTRONICALLY

Content Communicate online; Collaborate online; Implement electronic conferencing procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBEBUS409A LEAD AND FACILITATE E-STAFF

Content Facilitate e-work outcomes; Support e-staff; Manage e-staff performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM302A SUPPORT LEADERSHIP IN THE WORKPLACE

Content Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Content Seek, receive and communicate information and ideas; Encourage trust and confidence; Identify and use networks and relationships; Contribute to positive outcomes.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM304A PARTICIPATE IN WORK TEAMS

Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM305A SUPPORT OPERATIONAL PLAN

Content Plan resource use; Acquire resources; Monitor operational performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM305B SUPPORT OPERATIONAL PLAN

Content Contribute to implementation of operational plan ; Assist in recruiting employees and acquiring resources ; Support operations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM306A PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS

Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM306B PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS

Content Locate relevant information; Collect and report information; Use information systems; Support the preparation of business plan and/or budgets; Support the preparation of resource proposals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM309A SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM309B SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Content Contribute to continuous improvement systems and processes; Monitor and report on specified outcomes; Support opportunities for further improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM311A SUPPORT A WORKPLACE LEARNING ENVIRONMENT

Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM311B SUPPORT A WORKPLACE LEARNING ENVIRONMENT

Content Encourage a learning environment; Encourage and promote learning of team and individuals; Identify opportunities for improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBFLM402A SHOW LEADERSHIP IN THE WORKPLACE

Content Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM403A MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM403B IMPLEMENT EFFECTIVE WORKPLACE RELATIONSHIPS

Content Collect, analyse and communicate information and ideas; Develop trust and confidence; Develop and maintain networks and relationships; Manage difficulties into positive outcomes.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM404A LEAD WORK TEAMS

Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM405A IMPLEMENT OPERATIONAL PLAN

Content Plan resource use; Acquire resources; Monitor operational performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM405B IMPLEMENT OPERATIONAL PLAN

Content Implement operational plan; Implement resource acquisition; Monitor operational performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM406A IMPLEMENT WORKPLACE INFORMATION SYSTEM

Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM406B IMPLEMENT WORKPLACE INFORMATION SYSTEM

Content Identify and source information needs; Collect, analyse and report information; Implement information systems; Prepare business plan/budgets; Prepare resource proposals.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM409A IMPLEMENT CONTINUOUS IMPROVEMENT

Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM409B IMPLEMENT CONTINUOUS IMPROVEMENT

Content Implement continuous improvement systems and processes; Monitor and review performance; Implement opportunities for further improvement.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM412A PROMOTE TEAM EFFECTIVENESS

Content Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBFLM501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Content Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Content Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM502A PROVIDE LEADERSHIP IN THE WORKPLACE

Content Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM503A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS

Content Rights and responsibilities of employers and employees, industrial relations; employer organizations; work readiness including application and interview processes in relation to the accounting and finance industry.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM504A FACILITATE WORK TEAMS

Organisational structures; organisational management theory; motivational theory; group dynamics; leadership styles; organisational policies and procedures.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM505A MANAGE OPERATIONAL PLAN

Content Plan resource use; Acquire resources; Monitor operational performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM506A MANAGE WORKPLACE INFORMATION SYSTEMS

Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE

Content Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM509A PROMOTE CONTINUOUS IMPROVEMENT

Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBFLM510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Content Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.

Nominal Hours 50-60 Hours

Assessment As per accredited curriculum

BSBFLM511A DEVELOP A WORKPLACE LEARNING ENVIRONMENT

Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR401A ADMINISTER HUMAN RESOURCE SYSTEMS

Content Administer human resource policies and procedures; Administer staff performance feedback system; Coordinate workers' compensation and rehabilitation claims.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

BSBHR402A RECRUIT AND SELECT PERSONNEL

Content Maintain personnel needs; Determine job specifications; Recruit staff; Assess and select applicants.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBHR403A PROCESS HUMAN RESOURCE DOCUMENTS AND INQUIRIES

Content Process leave applications; Process job vacancies; Provide information on personnel matters.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBHR404A COORDINATE HUMAN RESOURCE SERVICES

Content Establish human resource service requirements; Undertake performance management; Identify and implement solutions to employee/industrial issues.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBHR501A MANAGE HUMAN RESOURCE CONSULTANCY SERVICES

Content Determine strategies for delivery of human resource services; Manage the delivery of human resource services; Evaluate HR service delivery.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBHR502A MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS

Content Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS

Content Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR504A MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES

Content Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBHR505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS

Content Develop the organisation's remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBHR506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES

Content Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR507A MANAGE SEPARATION/TERMINATION

Content Develop processes for separation/termination of employment; Manage separation/termination processes; Conduct exit interviews.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBHR508A MANAGE WORK/LIFE SKILLS

Content Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR509A MANAGE REHABILITATION/RETURN TO WORK PROGRAMS

Content Analyse claims; Establish rehabilitation/return-to-work program; Monitor/evaluate rehabilitation/return-to-work program.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBHR601A MANAGE CHANGE

Content Identify change requirements/opportunities; Develop change management strategy; Implement change management strategy.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR602A MANAGE HUMAN RESOURCE STRATEGIC PLANNING

Content Undertake preparatory activities; Develop HR strategic plan; Implement HR strategic plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR603A CONTRIBUTE TO ORGANISATION DEVELOPMENT

Content Develop organisation development plan; Implement organisation development activities; Maintain organisation development program.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR604A MANAGE EMPLOYEE RELATIONS

Content Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBHR605A CONTRIBUTE TO ORGANISATION DESIGN

Content Review organisation design; Develop organisation redesign plan; Job design and work reorganisation is undertaken as necessary to support the organisation redesign.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMED301A USE ADVANCED MEDICAL TERMINOLOGY

Content Respond appropriately to instructions, which contain advanced medical terminology; Carry out routine tasks; Use appropriate advanced medical terminology in oral and written communication with patients; fellow workers and health professionals.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBMED302A PREPARE AND PROCESS MEDICAL ACCOUNTS

Content Provide advice to patients about fee structure; Process referrals to specialist practitioners; Prepare and process medical accounts for bulk billed and private patients; Process accounts; Provide financial information for the practice as required.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBMGT501A MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS

Content Interpret strategic and operational plans; Manage research activities; Prepare internal marketing plans; Evaluate internal marketing plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT502A MANAGE PEOPLE PERFORMANCE

Content Allocate work; Assess performance; Provide feedback; Manage follow-up.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS

Content Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT504A MANAGE BUDGETS AND FINANCIAL PLANS

Content Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT505A ENSURE A SAFE WORKPLACE

Content Establish and maintain an Occupational Health and Safety system; Establish and maintain participative arrangements for the management of Occupational Health and Safety; Establish and maintain procedures for identifying hazards, and assessing and controlling risks; Establish and maintain a quality Occupational Health and Safety management system.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT506A RECRUIT, SELECT AND INDUCT STAFF

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

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT507A MANAGE ENVIRONMENTAL PERFORMANCE

Content Develop a business plan to enhance environmental performance; Manage environmental impact and opportunity; Promote innovation and opportunity; Manage system to record and report environmental impacts and opportunities; Evaluate environmental performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMGT601A CONTRIBUTE TO STRATEGIC DIRECTION

Content Contribute to the creation and/or review of the organisational mission statement; Analyse the external environment; Undertake competitive analysis; Analyse and review organisation's capabilities.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT602A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANS

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

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT603A REVIEW AND DEVELOP BUSINESS PLANS

Content Develop tactical and operational plans; Review business systems.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT604A MANAGE BUSINESS OPERATIONS

Content Implement tactical and operational plans; Monitor performance; Respond to performance data.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT605A PROVIDE LEADERSHIP ACROSS THE ORGANISATION

Content Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT606A MANAGE CUSTOMER FOCUS

Content Determine customer requirements; Manage delivery of products and services to customers; Monitor and evaluate quality of customer service.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT607A MANAGE KNOWLEDGE AND INFORMATION

Content Obtain information relevant to business issues; Analyse information and knowledge; Make decisions on business issues identified; Disseminate information to the organisation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT608A MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

Content Review programs, systems and processes; Develop options for continuous improvement; Implement innovative processes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT609A MANAGE RISK

Content Develop risk management plan; Implement risk management plan; Evaluate risk management plan.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMGT610A MANAGE ENVIRONMENTAL MANAGEMENT SYSTEMS

Content Establish an environmental management system; Manage innovation and improvement; Review environmental management system.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMKG301A RESEARCH THE MARKET

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG302A IDENTIFY MARKETING OPPORTUNITIES

Content Confirm business needs; Identify market needs; Identify marketing opportunities.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT

Content Prepare for a marketing audit; Identify the form of a marketing audit; Conduct an external marketing audit; Conduct an internal marketing (self) audit; Prepare a draft marketing audit report.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMKG401A PROFILE THE MARKET

Content Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS

Content Confirm product/service market; Assess the reasons for existing levels of consumer interest; Recommend a focus of appeal for marketing strategies for a product/service.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG403A ANALYSE MARKET DATA

Content Interpret trends and market developments; Interpret competitor market performance; Report on market data.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS

Content Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES

Content Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMKG406A BUILD CLIENT RELATIONSHIPS

Content Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBMKG407A MAKE A PRESENTATION

Content Prepare the presentation; Deliver a presentation; Review the presentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBMKG501A EVALUATE MARKETING OPPORTUNITIES

Content Identify marketing opportunities; Investigate marketing opportunities; Evaluate required changes to current operations.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBMKG502A ESTABLISH AND ADJUST THE MARKETING MIX

Content Evaluate the significance of each component of the marketing mix and their inter-relationships; Determine the marketing mix for the specific markets; Monitor and adjust marketing mix.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN

Content Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBMKG504A IMPLEMENT A MARKETING SOLUTION

Content Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG505A REVIEW MARKETING PERFORMANCE

Content Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBMKG601A DEVELOP MARKETING STRATEGIES

Content Scope marketing opportunities; Develop marketing strategies.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG602A DEVELOP A MARKETING PLAN

Content Identify strategic direction; Review marketing performance; Formulate marketing objectives; Devise marketing strategies; Plan marketing tactics; Prepare and present a marketing plan.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG603A MANAGE THE MARKETING PROCESS

Content Formulate strategic marketing objectives; Manage marketing performance; Manage marketing personnel; Evaluate and improve strategic marketing performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS

Content Develop direct marketing strategies; Develop a marketing plan for a direct marketing campaign; Manage direct marketing campaign production processes; Direct campaign implementation; Evaluate direct marketing campaign effectiveness.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSBMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES

Content Review the global market environment; Assess international business and e-commerce market factors; Identify risk factors for international marketing opportunities; Investigate international business and e-commerce marketing opportunities.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBMKG606A MANAGE INTERNATIONAL MARKETING PROGRAMS

Content Formulate international marketing objectives; Determine international marketing approach; Determine operational structures; Manage international marketing performance; Evaluate and improve international marketing performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES

Content Identify business opportunities; Identify personal business skills.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS

Content Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.

Nominal Hours 30-50 Hours

Assessment As per accredited curriculum

BSBSBM402A UNDERTAKE FINANCIAL PLANNING

Content Analyse the financial requirements of the business; Develop a financial plan; Acquire finance.

Nominal Hours 40-50 Hours

Assessment As per accredited curriculum

BSBSBM403A PROMOTE THE BUSINESS

Content Develop marketing strategies; Determine a marketing mix for the business; Implement marketing strategies; Monitor and improve marketing performance.

Nominal Hours 40-50 Hours

Assessment As per accredited curriculum

BSBSBM404A UNDERTAKE BUSINESS PLANNING

Content Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS

Content Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.

Nominal Hours 40-50 Hours

Assessment As per accredited curriculum

BSBSBM406A MANAGE FINANCES

Content Maintain financial records; Implement financial plan; Monitor financial performance.

Nominal Hours 40-50 Hours

Assessment As per accredited curriculum

BSBSBM407A MANAGE A SMALL TEAM

Content Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.

Nominal Hours 40Hours

Assessment As per accredited curriculum

BSBSLS301A DEVELOP PRODUCT KNOWLEDGE

Content Acquire knowledge of products in a specified area; Convert product knowledge into benefits; Evaluate competitors' products.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSBSLS302A IDENTIFY SALES PROSPECTS

Content Employ prospecting methods; Qualify prospects; Manage prospect information.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

BSBSLS303A PRESENT A SALES SOLUTION

Content Prepare for presentation; Present a sales solution; Manage buyer resistance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSBSLS304A SECURE PROSPECT COMMITMENT

Content Respond to buying signals; Negotiate the sale; Finalise the agreement.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSBSLS305A SUPPORT POST-SALE ACTIVITIES

Content Process the order; Deliver support to agreed expectations; Handle client feedback.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSBSLS306A SELF-MANAGE SALES PERFORMANCE

Content Establish an individualised sales plan; Manage stress; Manage time; Manage paperwork and reports.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSBSLS401A LEAD A SALES TEAM

Content Plan sales operations; Direct the sales team; Evaluate sales team effectiveness and performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSX001/A EVALUATE A BUSINESS OPPORTUNITY

Content Preliminary investigation of a business opportunity to assess its viability and how well it conforms with current personal and business directions.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSX002/A COMPLETE A BUSINESS PLAN

Content Development of an integrated business plan as a guide to achieving specific business objectives in accordance with perceived client needs and business.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX023/01 EVALUATE A BUSINESS OPPORTUNITY

Content Clarify personal expectations, values, skills and experience; Identify a business opportunity; Investigate the business opportunity; Determine nature of products/services to be provided; Establish market needs for the product/service.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSX023/02 COMPLETE A BUSINESS PLAN

Content Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX023/03 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Content Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

BSX023/05 MANAGE BUSINESS OPERATIONS

Content Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX023/07 MANAGE FINANCES

Content Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSX154L403 APPLY SKILLS IN TIME MANAGEMENT

Content Contribute to the development of project schedules; apply personal time management procedures; apply schedule management skills; participate in assessing time management.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

BSX154L404 APPLY SKILLS IN COST MANAGEMENT

Content Contribute to the development of the project budget; Monitor project costs; Contribute to cost finalisation process.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX154L405 APPLY SKILLS IN QUALITY MANAGEMENT

Content Contribute to quality planning; Contribute to implementation of project quality assurance; Contribute to continuous improvement process.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX154L501 GUIDE APPLICATION OF PROJECT INTEGRATIVE PROCESSES

Content Implement integration of the nine functions of project management; Coordinate internal and external environments; Implement project activities throughout life cycle.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSX154L602 MANAGE PROJECT SCOPE

Content Manage project authorisation; Define and plan project scope; Manage project scope.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSX154L604 MANAGE COST

Content Develop project budget; Manage project costs; Manage financial completion.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSX154L605 MANAGE QUALITY

Content Develop quality requirements; Manage quality assurance; Improve project quality.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSX154L607 MANAGE COMMUNICATIONS

Content Plan project communications; Manage project information; Manage communications; Analyse communications management outcomes.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSXFMI404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Content Participate in team planning; Develop team commitment and co-operation; Manage and develop team performance; Participate in, lead and facilitate the work team.

Nominal Hours 48-50 Hours

Assessment As per accredited curriculum

BSXFMI407A MANAGE QUALITY CUSTOMER SERVICE

Content Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSXFMI501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Content Self management techniques; Prioritising; Professional competency.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSXFMI502A PROVIDE LEADERSHIP IN THE WORKPLACE

Content Standards of management performance; Enterprise's image; Influencing individuals and teams; Making informed decisions.

Nominal Hours 40

Assessment As per accredited curriculum

BSXFMI503A ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Content Developing and maintaining positive relationships in internal and external environments so that organisations achieve planned outputs/outcomes; Trust and evidence; Networks and relationships.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSXFMI504A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Content Team planning; Commitment and cooperation; Team performance; Work team/group.

Nominal Hours 40-60 Hours

Assessment As per accredited curriculum

BSXFMI505A MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES

Content Profit/productivity targets; Operational plans; Operational performance; Resource usage.

Nominal Hours 50-60 Hours

Assessment As per accredited curriculum

BSXFMI506A MANAGE WORKPLACE INFORMATION

Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plans/budgets; Prepare resource proposals.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSXFMI507A MANAGE QUALITY CUSTOMER SERVICE

Content Internal and external customer requirements; Delivery of quality products; Customer Service.

Nominal Hours 50-60 Hours

Assessment As per accredited curriculum

BSXFMI508A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT

Content Legislation, codes and standards; Safety requirements and performance; Non-conformance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSXFMI509A IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Content Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSXFMI511A CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT

Content Creating learning opportunities; Facilitating and promoting learning; Monitoring and improving learning effectiveness.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

BSZ401A PLAN ASSESSMENT

Content Establish evidence required for a specific context; Establish suitable assessment method(s); Develop assessment tools appropriate to a specific assessment context; Trial assessment procedure.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSZ402A CONDUCT ASSESSMENT

Content Identify and explain the context of assessment; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to persons being assessed; Report on the conduct of the assessment.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSZ403A REVIEW ASSESSMENT

Content Review the assessment procedure(s); Check consistency of assessment decision; Report review findings.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

BSZ404A TRAIN SMALL GROUPS

Content Prepare for training; Deliver training; Provide opportunities for practices; Review training.

Nominal Hours 30-40 Hours

Assessment As per accredited curriculum

BSZ405A PLAN AND PROMOTE A TRAINING PROGRAM

Content Identify the competency needs; Document training program requirements; Identify program resources; Promote training.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSZ406A PLAN A SERIES OF TRAINING SESSIONS

Content Identify training requirements; Develop outlines of training sessions; Develop training materials; Develop training sessions; Arrange resources.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

BSZ407A DELIVER TRAINING SESSIONS

Content Prepare training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSZ408A REVIEW TRAINING

Content Record training data; Evaluate training; Report on training.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

BSZ501A ANALYSE COMPETENCY REQUIREMENTS

Content Identify client competency needs; Undertake needs analysis; Confirm findings of research; Document competency requirements; Validate competencies and implementation plan.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

BSZ502A DESIGN AND ESTABLISH THE TRAINING SYSTEM

Content Determine boundaries of the training; Determine training system features; Match needs with resources; Design and develop a training records system; Establish procedures for the review of training; Select and provide for training of system users; Establish quality assurance procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSZ503A DESIGN AND ESTABLISH THE ASSESSMENT SYSTEM

Content Determine client needs; Determine assessment boundaries; Establish assessment system features; Match needs with resources; Design and develop record system; Establish procedures for the review of assessment; Select and provide for training and support of assessors; Establish quality assurance procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSZ504A MANAGE THE TRAINING AND ASSESSMENT SYSTEM

Content Communicate the system; Support trainers and/or assessors; Manage the record keeping system; Maintain quality assurance procedures; Maintain records for audits.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

BSZ505A EVALUATE THE TRAINING AND ASSESSMENT SYSTEM

Content Plan a system evaluation; Conduct the evaluation; Report on evaluation findings; Develop intervention strategies.

Nominal Hours 40-45 Hours

Assessment As per accredited curriculum

BSZ506A DEVELOP ASSESSMENT PROCEDURES

Content Establish evidence requirements; Identify assessment methods; Identify potential available assessment tools; Trial the assessment methods and tools; Document assessment procedures.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

BSZ507A DEVELOP ASSESSMENT TOOLS

Content Identify the context for the assessment tool; Draft assessment tools in accordance with plan; Develop instructions for assessment tools; Pilot the assessment tools; Validate assessment tools; Finalise assessment tools.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

BSZ508A DESIGN TRAINING COURSES

Content Determine the need for a course; Identify the learner profile; Develop course structure; Determine the training and assessment requirements; Define the training

Content; Develop course monitoring arrangements; Identify career/educational pathways.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCAC1C PROVIDE SUPPORT TO AN OLDER PERSON

Content Demonstrate an understanding of the physical and psychosocial aspects of ageing; Establish and maintain appropriate relationships with older people; Assist the older person to identify and meet their needs; Respond to situations of risk to the older person within work role and responsibilities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAC2A ASSIST WITH AGED PEOPLE'S PERSONAL NEEDS

Content Assisting aged people to meet daily living needs including nourishment, mobility, personal hygiene and other support within the plan care.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAC2C PROVIDE PERSONAL CARE

Content Demonstrate an understanding of changes associated with ageing; Recognise and report changes in an older person's personal care needs; Support or assist the older person to meet their personal care needs.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCAC3A ORIENTATION TO AGED CARE WORK

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

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAC3C ORIENTATION TO AGED CARE WORK

Content Demonstrate an understanding of the structure and profile of the aged care sector; Demonstrate a commitment to the philosophy of 'positive ageing'; Support the rights and interests of older person.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAC6A PROVIDE SERVICES TO AGED PEOPLE

Content Providing services to aged people to help achieve maximum wellbeing by meeting emotional, psychological and spiritual needs.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCAC6C SUPPORT THE OLDER PERSON TO MEET THEIR EMOTIONAL AND PSYCHOSOCIAL NEEDS

Content Support the older person remain engaged with their social network and the wider community; Support the older person to meet their emotional and psychological needs; Recognise and accommodate the older person's cultural and spiritual preferences; Support the older person who is experiencing loss and grief; Recognise and accommodate the older person's expressions of identity and sexuality.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAC7C PLAN AND MONITOR SERVICE DELIVERY PLANS

Content Identify the service needs of the older person; Consult with the older person and/or their carer when determining the service delivery plan; Develop and implement the service delivery plan; Monitor and review the service delivery plan.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CHCAC12C PROVIDE SERVICES TO AN OLDER PERSON WITH COMPLEX NEEDS

Content Evaluate and prioritise the needs of an older person with complex care issues; Liaise and negotiate with appropriate personnel in the development of a service delivery plan; Co-ordinate the delivery of the service delivery plan; Co-ordinate the monitoring, evaluation and review of the service delivery plan.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCAC15A PROVIDE CARE SUPPORT WHICH IS RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA

Content Use communication strategies which take account of the progressive and variable nature of dementia; Provide appropriate activities to maintain clients' dignity, skills and health at an optimum level; Develop and implement strategies which minimise the impact of challenging behaviours.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCAC16A PROVIDE FOOD SERVICES

Content Maintain food safety while carrying out food handling activities; Comply with hygienic work practices and appropriate OHS guidelines; Distribute meals and refreshment to clients; ect utensils and meal trays; Prepare foods as required.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAC17A SUPPORT THE OLDER PERSON TO MAINTAIN THEIR INDEPENDENCE

Content Support the older person with their instrumental activities of living; Recognise and report changes in an older person's ability to undertake instrumental activities of living; Support the older person to maintain an environment that maximises independence, safety and security.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAD1A ADVOCATE FOR CLIENTS

Content Supporting clients to voice their opinions or needs and to ensure their rights are upheld.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAD1C ADVOCATE FOR CLIENTS

Content Assist clients to identify their rights and represent their own needs; Advocate on behalf of clients on request; Advocate for clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAD2A SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS

Content Provide support to client for the realisation of their interests, rights and needs within job roles and responsibilities; Support and safeguard the interests and rights of clients.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCAD2B A SUPPORT FOR THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS

Content Provide support to client for the realisation of their interests, rights and needs within job roles and responsibilities; Support and safeguard the interests and rights of clients.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCAD3A UNDERTAKE SYSTEMS ADVOCACY

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

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAD4A PROVIDE ADVOCACY AND REPRESENTATION

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

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCADMIN1A UNDERTAKE BASIC ADMINISTRATIVE DUTIES

Content Organisational reporting procedures are followed; Use workplace equipment.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCADMIN1B UNDERTAKE BASIC ADMINISTRATIVE DUTIES

Content Organisational reporting procedures are followed; Use workplace equipment.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCADMIN2A PROVIDE ADMINISTRATIVE SUPPORT

Content Use and maintain equipment and machines; Meet administrative requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCADMIN2B PROVIDE ADMINISTRATIVE SUPPORT

Content Use and maintain equipment and machines; Meet administrative requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCADMIN3A UNDERTAKE ADMINISTRATIVE WORK

Content Undertaking a range of administrative functions in the workplace.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCADMIN3B UNDERTAKE ADMINISTRATIVE WORK

Content Maintain accounts; Participate in budgeting processes; Operate equipment; Maintain equipment; Monitor equipment use and needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCADMIN4B MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES

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

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCADMIN5A WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Content Complete workplace forms and documents; Store and maintain organisational information; Use and maintain equipment and machines; Manage inquiries in accordance with organisational policy and protocol.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAL7A FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS

Content Design and distribute information to parents; Provide care within guidelines and requirements; Complete financial records required; Organise insurance coverage; Organise leave arrangements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCAOD2B ORIENTATION TO ALCOHOL AND OTHER DRUGS WORK

Content Work within the context of the alcohol and other drugs sector; Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAOD4B SUPPORT PEOPLE WITH ALCOHOL AND/OR OTHER DRUGS ISSUES

Content Respond to cues; Assist in responding to people's needs; Use self-protection strategies.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCAOD6B WORK WITH CLIENTS WHO ARE INTOXICATED

Content Provide a service to intoxicated clients; Assist client with longer term needs; Apply strategies to reduce harm or injury.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAOD7B PROVIDE NEEDLE EXCHANGE SERVICES

Content Provide needle and syringe services; Provide education on safer drug use.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCAOD8C ASSESS THE NEEDS OF CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES

Content Assess the needs and status of client/s; Develop a case management plan with the client; Refer clients.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCAOD9C PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES

Content Check needs of clients; Support management of withdrawal; Evaluate client withdrawal; Assist clients with ongoing harm minimisation.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCAOD10A WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUGS ISSUES

Content Provide services to meet client needs; Review client progress; Evaluate work undertaken with clients.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCAR501A PROVIDE CAREERS GUIDANCE

Content Initiate exploratory activities with the client; Facilitate client identification of careers interests and needs; Assist client to develop a strategy to address their needs and interests.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCD1A SUPPORT COMMUNITY PARTICIPATION

Content Work with individuals and the community to promote participation; Support existing community activities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCD1B SUPPORT COMMUNITY PARTICIPATION

Content Work with individuals and the community to promote participation; Support existing community activities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCD2B PROVIDE COMMUNITY EDUCATION PROJECTS

Content Develop the education project; Deliver the education project; Review the education project.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD3A MEET INFORMATION NEEDS OF THE COMMUNITY

Content Identify information requirements; Address information requirements.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS

Content Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCD5B DEVELOP COMMUNITY RESOURCES

Content Assess community resource requirements; Develop and acquire resources; Facilitate community access to resources.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCD7A SUPPORT COMMUNITY RESOURCES

Content Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCD7B SUPPORT COMMUNITY RESOURCES

Content Develop an information base; Establish relationship with key people; Apply strategies for linking people; Apply strategies for linking people; Maintain community facilities and resources.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCD8B SUPPORT COMMUNITY ACTION

Content Respond to community needs; Support identified community needs; Evaluate effectiveness of community action.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCD9B SUPPORT COMMUNITY LEADERSHIP

Content Develop and maintain support mechanisms; Promote community leadership; Develop leadership skills.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCD12C APPLY A COMMUNITY DEVELOPMENT FRAMEWORK

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCD13B WORK WITHIN SPECIFIC COMMUNITIES

Content Define the issues of specific communities or groups; Undertake relevant work in the context of specific communities or groups; Evaluate work undertaken within specific communities.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD14A IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Content Working with individuals and in the community to facilitate public awareness and resolution of issues.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD14B IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Content Work with individuals to identify issues; Work with individuals and groups to establish cooperative processes; Support group processes.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCD15B DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Content Establish and build group processes; Facilitate and maintain public processes; Implement structures.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCD18A FACILITATE THE DEVELOPMENT OF COMMUNITY CAPACITY TO MANAGE PLACE

Content Research and display the diversity of issues and factors that describe a 'Place'; Identify community need for information, skills and opportunities for involvement in place management; Identify and assess the effectiveness of methods for creating and increasing community awareness of the agency's role and purpose regarding place management; Develop a place plan; Manage and review implementation of place plan.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCD19A ESTABLISH AND MAINTAIN COMMUNITY, GOVERNMENT AND BUSINESS PARTNERSHIPS

Content Define opportunities for specific partnerships; Develop a framework for the partnership; Maintain the partnership; Evaluate the effectiveness of the partnership.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCED501A DEVELOP AND IMPLEMENT EDUCATION PROGRAMS IN THE AREA OF SEXUAL AND REPRODUCTIVE HEALTH

Content Identify health and well being issues in the areas of sexuality and sexual health in the community; Maximise participant's experience of a positive learning environment; Design the educational program to meet specific needs; Evaluate program delivery and effectiveness.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCCH25A INTRODUCTION TO WORK IN SOCIAL HOUSING

Content Work within the context of the social housing; Develop knowledge of the social housing sector; Demonstrate commitment to the central philosophies of the social housing sector.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCHILD1C IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK OF HARM

Content Implement work practices which support the protection of children and young people; Report indications of possible risk of harm.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCHILD2A SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS

Content Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCHILD2B SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS

Content Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCM1A UNDERTAKE CASE MANAGEMENT

Content Provide for client needs and monitor progress on a regular basis; Promote client's development.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCM1C UNDERTAKE CASE MANAGEMENT

Content Provide for client needs and monitor progress on a regular basis; Promote client's development.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCM2C ESTABLISH AND MONITOR A CASE PLAN

Content Develop a case management plan; Define plan implementation procedures; Establish review and evaluation systems.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCM3B DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT

Content Conduct case management meetings; Develop an appropriate approach to case management; Develop an appropriate case management plan; Manage case work activities and processes.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCM4B PROMOTE HIGH QUALITY CASE MANAGEMENT

Content Provide a lead in case management practice; Provide practice advice on complex cases.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCM5B DEVELOP PRACTICE STANDARDS

Content Promote practice standards; Provide case work consultancy to promote best practice.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCN1A MAINTAIN A HEALTHY AND SAFE ENVIRONMENT

Content Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children.

Nominal Hours 20-30 Hours

Assessment As per accredited curriculum

CHCCN2A PROVIDE PHYSICAL CARE

Content Provide opportunities for rest; Promote children's personal hygiene practices; Provide assistance with hygiene; Support children being adequately clothed; Provide food and drink; Prepare food in a hygienic manner.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCN3A PREPARE FOOD

Content Plan food and drink provision; Prepare food suitable for children.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCN4A RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES

Content Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Administer medication within guidelines; Respond to threats and situations of danger.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCN4D RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES

Content Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Respond to threats and situations of danger.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCN5A SUPPORT THE EMOTIONAL WELLBEING OF BABIES/INFANTS

Content Provide a nurturing relationship with babies/infants; Respond to a babies/infants needs; Settle new arrivals; Provide an environment that promotes security for children.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCN6A TRAVEL WITH CHILDREN SAFELY

Content Collect and deliver children; Monitor safety of children.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

CHCCN7A FOSTER CHILDREN'S SELF HELP SKILLS

Content Develop the child's capacity to care for their own physical needs; Establish an environment that encourages the child to complete tasks themselves; Create opportunities for children to develop their understanding of physical needs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCN8A PLAN CARE ROUTINES

Content Plan daily routine; Adapt and change routines.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCN8B PLAN CARE ROUTINES

Content Plan daily routine; Adapt and change routines.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCCN10A SUPPORT THE EMOTIONAL NEEDS OF CHILDREN

Content Provide a supportive relationship; Respond to children's emotional needs; Respond to emotional distress and children's problems; Develop children's sense of belonging in the service; Prepare children for change.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCN11A GUIDE THE ESTABLISHMENT AND MAINTENANCE OF A SAFE ENVIRONMENT

Content Assess and improve the safety of environments; Coordinate the response to accidents and emergencies; Plan and monitor supervision; Promote hygiene and safety practices; Promote appropriate practices to respond to illnesses; Monitor travel and excursions; Provide guidance to workers when abuse is identified or investigated; Monitor care provided by others.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCCNAA SUPPORT BABIES' NEEDS

Content Respond to babies/infants cues; Assist in the response to babies/infants needs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCOM1A COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION

Content Communicate with clients of the organisation appropriately; Present a positive image of the service to the public.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCCOM1B COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION

Content Communicate with clients of the organisation appropriately; Present a positive image of the service to the public.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCCOM2A COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES

Content Exercising effective communication skills in the workplace.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES

Content Exercise effective communication techniques; Follow routine instructions; Complete reports as required.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCOM3A UTILISE SPECIALIST COMMUNICATION SKILLS

Content Effective communication in the workplace and applying specialist communication techniques.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS

Content Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships; Conduct effective communication with clients and staff; Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Apply specific communication techniques to assist in resolving conflict; Implement mechanisms that facilitate group discussions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCOM4A DEVELOP, IMPLEMENT & PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES

Content Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES

Content Contribute to the development of effective communication strategies; Represent the organisation to a range of groups; Facilitate group discussions; Produce quality written materials; Conduct interviews.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS0A DELIVER SERVICES TO CLIENTS

Content Contribute to the development of service delivery and monitor its implementation.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCCS1B DELIVER AND MONITOR SERVICES TO CLIENTS

Content Identify clients needs by collecting routine information; Deliver client service; Review client service.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCS2C DELIVER AND DEVELOP CLIENT SERVICES

Content Target client services; Deliver client service; Develop and promote client services.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS3C CO-ORDINATE THE PROVISION OF SERVICES AND PROGRAMS

Content Identify programs and service requirements to meet client needs; Develop and implement programs for meeting client needs; Review and monitor programs.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS4C MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE

Content Co-ordinate services provided to clients; Plan client service delivery; Review client services.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCS5A IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS

Content Establish a rapport with clients; Extract and analyse information of client needs; Match services to client needs.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCCS5B IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS

Content Establish and maintain an appropriate relationship with clients; Extract and analyse information of client needs; Match services to client needs.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCCS6B ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS

Content Assess and analyse client needs to ensure they can be met; Identify and provide for the delivery of services to meet client needs; Evaluate client service delivery.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS7C CO-ORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS

Content Identify program requirements for individual clients; Co-ordinate program delivery to ensure client needs are addressed; Co-ordinate the evaluation of client service delivery.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS8A PROVIDE FIRST POINT OF CONTACT

Content Greet and observe client; Collect routine information from the client; Identify priority of need for service; Provide information to clients about the service and other relevant services.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCS9A PROVIDE SUPPORT SERVICES TO CLIENTS

Content Establish an appropriate working relationship with clients to assist them to identify their needs; Support clients to meet their needs; Promote preventative strategies; Review work with clients; Use self-protection strategies as required; Refer clients; Provide specialist services to clients.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS12A DEVELOP A SERVICE DELIVERY STRATEGY

Content Assess eligibility to access the service; Information is provided to the clients and the clients carer to facilitate an informed choice; Strategy is determined with the client and relevant workers; Identify the potential safety risks and minimise risk of injury.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS201A PREPARE FOR WORK IN THE COMMUNITY SERVICES INDUSTRY

Content Work to achieve identified outcomes; Establish and maintain appropriate work relationships; Facilitate operation of the workgroup; Review and develop own performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS301A WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK

Content Demonstrate an understanding of legislation and common law relevant to work role; Follow the organisation's policies and practices; Work ethically; Recognise and respond when the clients rights and interests are not being protected.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS303A PROVIDE PHYSICAL ASSISTANCE WITH MEDICATION

Content Prepare for medication distribution and administration; Identify and prepare the resident/client for administration of medicine; Administer and/or assist with prescribed medication administration following prescription; Comply with the organisation's procedures for handling the range of issues/contingencies which may arise; Complete medication distribution and administration.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS304A ASSIST WITH SELF MEDICATION

Content Check authority to provide assistance; Assist with self administration; Comply with the organisation's procedures for handling the range of contingencies which may arise.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCCS401A FACILITATE CO-OPERATIVE BEHAVIOUR

Content Monitor behaviour of the client; Use communication strategies to de-escalate conflict; Respond to unacceptable behaviour.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCCS402A RESPOND HOLISTICALLY TO CLIENT ISSUES

Content Evaluate the range of issues impacting on the client and on the delivery of appropriate services; Determine the course of action to be followed; Establish interpersonal relationship with the client that will enable all issues to be addressed; Provide a brief intervention as required; Respond appropriately to people who are vulnerable and at significant risk including children and young people; Evaluate effectiveness of services provided to meet client needs.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS403A PROVIDE BRIEF INTERVENTION

Content Explain what brief intervention is and how it can be effectively used; Assess a client's need for intervention and the type of brief intervention required; Practice and use brief intervention strategies which match a client's stage of change; Monitor brief intervention activities.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS404A P FACILITATE FAMILY INTERVENTION STRATEGIES

Content Assess needs of families in the community; Facilitate the delivery and family inclusive service; Review and monitor practice.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS

Content Apply an awareness of culture as a factor in all human behaviour; Contribute to the development of relationships based on cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCCS406A PROVIDE EDUCATION AND SUPPORT ON HEALTH, WELLBEING AND PARENTING

Content Identify clients particular needs and interests in relation to health, wellbeing and parenting; Lead a group to communicate about parenting; Identify and respond to group and individual needs; Support the practice of new behaviours.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS409A MEET THE DIETARY AND NUTRITIONAL NEEDS OF CLIENTS IN A CULTURALLY APPROPRIATE MANNER

Content Plan and evaluate meals and menus to meet recommended dietary guidelines; Plan and/or modify meals and menus according to nutrition care plans; Plan meals and menus to meet cultural and religious needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCS501A ASSESS AND RESPOND TO INDIVIDUALS AT RISK OF SELF-HARM OR SUICIDE

Content Identify and estimate the level and immediacy of the current self-harm/suicide risk; Undertake the necessary action required to promote safety; Facilitate and strengthen the individual's links to further care; Provide on-going support once it is assessed that there is no imminent risk.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCCS601A WORK WITH CLIENTS WITH SPECIFIC AND COMPLEX NEEDS

Content Conduct complex assessment; Design and apply appropriate strategies and program(s); Monitor and evaluate the plan.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCS602A WORK WITH FAMILIES OF CLIENTS

Content Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process; Bring the counselling process to an end.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCSL601A WORK WITHIN A STRUCTURED COUNSELLING PROCESS

Content Establish the nature of the helping relationship; Confirm the appropriateness of the helping relationship.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCSL602A FACILITATE THE COUNSELLING RELATIONSHIP

Content Enable clients to identify concerns; Enable clients to work through concerns; Monitor the counselling process; Bring the counselling process to an end.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CHCCSL603A PROVIDE SUPPORT FOR CLIENTS IMPLEMENTING A COURSE OF ACTION

Content Assist clients in clarifying their aims and requirements; Enable clients to decide on a course of action.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CHCCSL604A REFLECT AND IMPROVE UPON COUNSELLING SKILLS

Content Reflect upon own counselling skills and practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCCWI1B OPERATE UNDER A CASE WORK FRAMEWORK

Content Establish an appropriate working relationship with clients; Uphold the rights and responsibilities of clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCCWI2B IMPLEMENT A CASE WORK STRATEGY

Content Establish an appropriate working relationship with clients; Promote preventative strategies; Provide a specialist service to clients.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCCWI3B WORK WITH CLIENTS INTENSIVELY

Content Provide high quality case work; Enlist specialist services; Establish transition processes.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCCWI4A DESIGN AND SUPERVISE FAMILY INTERVENTION STRATEGIES

Content Guide the assessment of need of families in the community; Facilitate the implementation of relevant policies and directions; Design the delivery of an inclusive service; Supervise the quality of service delivery.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDFV1B RECOGNISE AND RESPOND TO DOMESTIC AND FAMILY VIOLENCE

Content Work within a domestic violence framework; Promote confidence with clients affected by domestic violence; Identify client needs; Respond to client needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDFV2B MANAGE OWN PROFESSIONAL DEVELOPMENT IN RESPONDING TO DOMESTIC AND FAMILY VIOLENCE

Content Work within a domestic violence framework; Model high standards of performance; Develop and maintain professional competence.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDFV3B PROVIDE CRISIS INTERVENTION AND SUPPORT TO THOSE EXPERIENCING DOMESTIC AND FAMILY VIOLENCE

Content Identify immediate risks and needs; Explore interventions; Develop and implement support plans.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDFV4B PROMOTE COMMUNITY AWARENESS OF DOMESTIC AND FAMILY VIOLENCE

Content Identify information, resource and service requirements; Support community participation; Promote domestic violence awareness.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDFV5B COUNSEL CLIENTS AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

Content Establish confidence; Explore issues; Identify possible future directions.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCDFV8B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

Content Establish confidence and rapport with children; Explore issues and develop plans; Provide support, advocacy and information.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCDFV10B PROVIDE SUPPORT TO CHILDREN AFFECTED BY DOMESTIC AND FAMILY VIOLENCE

Content Facilitate workplace debriefing and support processes

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCDIS1A ORIENTATION TO DISABILITY WORK

Content Work is performed ethically, supports the rights and interests of people with disabilities and follows appropriate reporting mechanisms to meet duty of care requirements.

Nominal Hours 47-50 Hours

Assessment As per accredited curriculum

CHCDIS1B ORIENTATION TO DISABILITY WORK

Content Demonstrate an understanding of the delivery of quality services for people with disabilities; Respond to situations of risk or potential risk to people with disabilities.

Nominal Hours 47-50 Hours

Assessment As per accredited curriculum

CHCDIS2B MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES

Content Work to enhance the independence and 'self-determination' of the person with a disability; Foster the independence of a person 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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

Content This unit describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS3C M PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

Content Assist the person with a disability to identify and meet their needs; Respond to changes in the needs of a person with a disability; Support or assist the person with a disability to meet their personal needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS4B DESIGN PROCEDURES FOR SUPPORT

Content Assess the person with a disability's personal support requirements; Design individual personal support procedures; Implement individual personal support procedures.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS5C CONTRIBUTE TO POSITIVE LEARNING

Content Assess the learning ability and needs of a person with a disability; Implement skills development plan; Utilise incidental learning opportunities to enhance skills development.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS6C PLAN AND IMPLEMENT COMMUNITY INTEGRATION

Content Support the person with a disability to engage with a social network and the broad community; Work with the person with a disability and their family in the community integration process; Assist in minimising isolation for people with disabilities.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS7B DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS

Content Assess locations; Design and/or use appropriate aids; Design new location to group requirements.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS8B SUPPORT PEOPLE WITH DISABILITIES AS WORKERS

Content Enhance people with disabilities safety at work; Monitor work performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS9B MAXIMISE PARTICIPATION IN THE WORKFORCE FOR PEOPLE WITH A DISABILITY

Content Prepare people with disabilities to work in open and supported employment; Match workplace/job and person with a disability; Assess skills and productivity for wages; Provide information on the industrial relations system as it relates to the employment of people with disabilities; Monitor employment opportunities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS10B PROVIDE CARE AND SUPPORT

Content Establish and maintain an appropriate relationship with people with disabilities; Provide appropriate support to people with disabilities; Assist in maintaining an environment that enables maximum independent living.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS11B CO-ORDINATE DISABILITY WORK

Content Demonstrate commitment to high quality services for people with disabilities; Support rights, interests and needs of people with disabilities; Develop and implement a framework for quality service delivery.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCDIS12A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH SEVERE PHYSICAL DISABILITIES

Content Provide care and support for personal daily routines of students with severe disabilities; Develop and apply knowledge and skills related to safety and comfort needs of students with major movement impairments; Assist with prosthetic devices and aids used by students with severe disabilities.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCDIS13A SUPPORT OLDER PEOPLE WITH DISABILITIES

Content Assist people with disabilities who are ageing to identify their current and future needs; Support the interests and needs of people with disabilities who are ageing; People with disabilities who are ageing are encouraged and supported to exercise independent action and thinking; Support the interests, rights and needs of people with disabilities with pervasive age related changes, including people with dementia.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS14A SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM

Content Work with others to support students with additional needs; Support individual students with additional needs; Assist with classroom programs to support students with additional needs; Contribute to learning opportunities.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCDIS15A PROVIDE BEHAVIOUR SUPPORT

Content Follow daily lifestyle routines; Support people with disabilities to engage in their daily routine; Provide support to reduce inappropriate behaviours; Manage challenging behaviour.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCDIS16A PROVIDE ADVANCED BEHAVIOUR SUPPORT

Content 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.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCDIS17A PROVIDE CARE AND SUPPORT FOR STUDENTS WITH DISABILITIES

Content Develops and applies knowledge and skills related to daily needs of students with disabilities; Assist students with relevant aids; Assist with the safe administration and handling of medication.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCDIS18A SUPPORT STUDENTS WITH SPECIAL NEEDS

Content Develop and maintain knowledge and understanding of the area of special need; Work with others to support students with special need; Support individual students with special need; Assist with programs to support students with additional need; Contribute to learning opportunities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCES406A PROVIDE JOB SEARCH SUPPORT

Content Initiate contact with the client; Determine job readiness and establish vocational profile; Assist client to use self-help facilities; Provide job search support; Provide Job Search Skills Development; Monitor job search strategy.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCFC1A SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE

Content Support the development of children within the relevant age group; Support the physical development of children within the relevant age group; Support the social development of children within the relevant age group; Support the emotional and psychological development of children of the same age; Support the language development of children of the relevant age; Support the creative development of children of the relevant age.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCFC1C SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE

Content Support the development of children within the relevant age group; Support the physical development of children within the relevant age group; Support the social development of children within the relevant age group; Support the emotional and psychological development of children of the same age; Support the language development of children of the relevant age; Support the creative development of children of the relevant age; Support the cognitive development of children within the relevant age group.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCFC2A FOSTER THE PHYSICAL DEVELOPMENT OF CHILDREN

Content Create opportunities for children to develop a wider range of physical skills; Provide experiences to support physical development of children; Interact with the child to foster skill development.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCFC3A FOSTER THE SOCIAL DEVELOPMENT OF CHILDREN

Content Provide opportunities for social interaction; Develop and promote positive interaction between children; Encourage children to accept diversity.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCFC4A FOSTER THE EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT OF CHILDREN

Content Foster the child's independence/autonomy; Foster each child's self esteem and developing self concept; Encourage the child to express their feeling, ideas and needs; Encourage children to support each other.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCFC5A FOSTER CHILDREN'S COGNITIVE DEVELOPMENT

Content Help children develop thinking skills; Help children develop problem solving skills; Assist children to explore the world; Assist children to develop their understandings.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCFC6A FOSTER CHILDREN'S LANGUAGE DEVELOPMENT

Content Provide opportunities to stimulate the child developing language; Interact with the child to foster language development; Encourage the child to express themselves in language; Stimulate the child's understanding of language; Support the child's skills in their own (non English) language, as relevant; Assist children with specific communication needs, as required.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCFC7A FOSTER CHILDREN'S AESTHETIC AND CREATIVE DEVELOPMENT

Content Stimulate children's awareness; Encourage children to express their imagination and creativity; Provide an environment suitable for creative activities; Promote curiosity and enjoyment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCFPIA PRESENT FOOD

Content Prepare food for service; Portion and plate food.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCGROUP1A SUPPORT THE ACTIVITIES OF EXISTING GROUPS

Content Respond to requests for support from existing groups; Provide resources.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCGROUP2A SUPPORT GROUP ACTIVITIES

Content Participating in, and providing general support for a range of informal and formal groups in a variety of settings.

Nominal Hours 15-20 Hours

Assessment As per accredited curriculum

CHCGROUP2C SUPPORT GROUP ACTIVITIES

Content Identify the purpose of the group; Establish relationship with the group; Organise resources for group activities.

Nominal Hours 15-20 Hours

Assessment As per accredited curriculum

CHCGROUP3A PLAN AND CONDUCT GROUP ACTIVITIES

Content Address resourcing issues for group activities, coordinate a group planning process, manage group processes including responding to conflict and evaluate group activities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES

Content Address resourcing issues for group activities; Co-ordinate a group planning process; Manage group processes including responding to conflict; Evaluate group activities

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCHC301A WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT

Content Operate within a home care environment and community settings; Work ethically; Demonstrate the importance of hygiene and infection control in a home care setting and community settings; Comply with policy and programs; Comply with duty of care implementation in home and community settings and worker roles; Cultural and religious issues when working in home and community settings.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCHC302A PROVIDE PERSONAL CARE

Content Demonstrate an understanding of personal care.; Recognise and report changes in an older person's health and/or personal care needs; Support or assist the older person to meet their personal care needs; Demonstrated understanding of lifting/moving methods and aids and equipment.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCHPROM1A SHARE HEALTH INFORMATION

Content Identify health information requirements; Develop health information in an appropriate context; Implement sharing of health information; Evaluation presentation of health information.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCHPROM2A IMPLEMENT HEALTH PROMOTION AND COMMUNITY INTERVENTION

Content A knowledge of key issues in preventative health care is applied; Work within the educational framework of health promotion.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCIC1A INTERACT POSITIVELY WITH CHILDREN

Content Form a positive relationship with children; Communicate with children on an ongoing basis; Respect similarities and differences among children and encourage children to respect these similarities and differences; Interact flexibly with children.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Content Promote positive behaviour; Respond to feelings behind behaviours; Apply limits and guidelines for behaviour; Respond to serious incidents of behaviour which breach guidelines.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Content Collaborate with children about their interests; Support children in learning about the decision making process.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCIC10A ESTABLISH PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR

Content Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop plan to effectively guide a particular child's behaviour; Implement plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCIC10C ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING RESPONSIBLE BEHAVIOUR

Content Identify and review behaviour causing concern; Establish and apply limits and guidelines for behaviour; Develop a plan to guide a particular child's behaviour; Implement and monitor behaviour plan; Support children in learning about the decision making process.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Content Support the development of inclusive policies; Demonstrate inclusive practices; Support the development of inclusive practices in the service; Support the development of inclusive resources; Promote respect for diversity among children.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCIC11B IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Content Support the development of inclusive policies; Demonstrate inclusive practices; Support the development of inclusive practices in the service; Support the development of inclusive resources; Promote respect for diversity among children.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCIC12A PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS

Content Identify children with additional needs; Develop a plan for inclusion; Implement strategies to meet the child's additional needs; Consult with others about ongoing issues that arise; Monitor and review strategies.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCIC12C PLAN THE INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS

Content Identify children with additional needs; Develop a plan for inclusion; Implement strategies to meet the child's additional needs; Consult with others about ongoing issues that arise; Monitor and review strategies.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCIC14A FACILITATE CHILDREN'S COMMUNICATION SKILLS

Content Assist children to communicate with others; Assist children to communicate about experiences and emotional issues; Assist children to resolve difficulties and conflicts.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCICAA COMMUNICATE WITH CHILDREN

Content Communicate positively with children; Apply limits and guidelines for behaviour within service policies.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCINF1A PROCESS AND PROVIDE INFORMATION

Content Correctly handling organisational information including incoming and outgoing communications and enquiries.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCINF2A MAINTAIN ORGANISATION'S INFORMATION SYSTEMS

Content Collecting, storing and providing accurate and current information to clients.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCINF2B MAINTAIN ORGANISATION'S INFORMATION SYSTEMS

Content Maintain accurate records; Handle organisational correspondence; Provide information as required.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCINF3B CO-ORDINATE INFORMATION SYSTEMS

Content Gather and record information; Prepare and present reports; Supervise processes for collection, use, storage and dissemination of information.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCINF4B MANAGE THE ORGANISATION'S INFORMATION SYSTEMS

Content Identify and address information requirements; Supervise day to day processes for collection, use, storage and dissemination of information; Establish and manage systems to record, store, process and distribute information; Support and supervise the development of information and educational resources.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCINF5B MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS

Content Identify information requirements; Review options for systems to obtain information; Establish and manage systems to record and store information; Support and supervise the development of information and educational resources; Provide staff training.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCINF6A MANAGE INFORMATION STRATEGICALLY

Content Develop and implement strategies for collection, verification and use of information to achieve organisational objectives; Facilitate strategies for inter-agency information sharing and use; Monitor and upgrade organisation's strategic management of information.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCINF6B MANAGE INFORMATION STRATEGICALLY

Content Develop and implement strategies for collection, verification and use of information to achieve organisational objectives; Facilitate strategies for inter-agency information sharing and use; Monitor and upgrade organisation's strategic management of information.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCINF7B MEET INFORMATION NEEDS OF THE COMMUNITY

Content Identify information requirements; Address information requirements.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCINF8A COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS

Content Maintain accurate records; Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities; Comply with the administration protocols of the organisation; Work within a legal and ethical framework to meet duty of care requirements..

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCINF8B COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS

Content Maintain accurate records; Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities; Comply with the administration protocols of the organisation; Work within a legal and ethical framework to meet duty of care requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCLEG401A UTILISE LEGISLATION

Content Apply an understanding of relevant legislation; Identify and interpret relevant legislative provisions; Identify strategies in response to the client's needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCMCEL401A PLAN, CONDUCT AND REVIEW A MARRIAGE CEREMONY

Content Comply with legal obligations; Plan ceremony; Conduct ceremony; Review ceremony.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

CHCMED408A IDENTIFY THE NEED FOR ALTERNATIVE DISPUTE RESOLUTION

Content Identify the dispute; Outline dispute resolution models; Support parties in identifying the most appropriate dispute resolution process.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCMED409A FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES

Content Identify the dispute; Facilitate the structure of the alternative dispute resolution process; Assist clients to work to achieve resolution.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCMH1B ORIENTATION TO MENTAL HEALTH WORK

Content Work within the context of the mental health sector; Develop knowledge of the mental health sector; Demonstrate commitment to the central philosophies of the mental health sector; Work with people from culturally and linguistically diverse backgrounds.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCMH7A PROVIDE, WITH CONSUMERS, SUPPORT AND INTERVENTIONS TO MEET THE NEEDS OF CARERS AND FAMILIES

Content Identify and address the needs of families and carers of consumer; Work with consumers and consumer networks to support needs of those with mental illness.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCMH8A PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES

Content Support consumers with a dual diagnosis; Identify, liaise with and support available services to address co-existing morbidity issues.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCNET1C PARTICIPATE IN NETWORKS

Content Identify and select appropriate networks; Make effective use of relevant networks.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCNET2A MAINTAIN EFFECTIVE NETWORKS

Content Establishing and maintaining formal and informal groups which directly impact on the effective operation of the organisation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCNET2B MAINTAIN EFFECTIVE NETWORKS

Content Develop co-operative working relationships and strategic alliances with other organisations; Represent the organisation; Maintain networks.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCNET3B DEVELOP NEW NETWORKS

Content Develop and maintain appropriate networks; Reflect social and cultural awareness in developing and maintaining networks.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCNET4A WORK WITH OTHER SERVICES

Content Identify and maintain links with relevant services; Provide relevant information to services; Work with and support community services organisations to deliver appropriate services to people in need.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCOHS201A FOLLOW OHS PROCEDURES

Content Recognise hazards; Follow procedures for hazard control; Report hazards and other OHS issues.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCOHS301A PARTICIPATE IN WORKPLACE SAFETY PROCEDURE

Content Identify hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCOHS302A PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK

Content Identify manual handling hazards, assess related risk and follow risk minimisation procedures; Identify sources of risks to personal safety, assess the level of risk and follow risk minimisation procedures; Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others; Identify other hazards and assess risk; Follow procedures and strategies for risk control; Contribute to OHS in the workplace.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCOHS401A IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES FOR A WORKPLACE

Content Explain OHS information for co-workers in team; Coach co-workers in team; Promote consultation and participation; Implement and monitor enterprise procedures for identifying hazards and risk; Maintain appropriate OHS records.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCORG1A FOLLOW THE ORGANISATION'S POLICIES, PROCEDURES AND PROGRAMS

Content Follow organisation guidelines and work ethically.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCORG1B FOLLOW THE ORGANISATION'S POLICIES, PROCEDURES AND PROGRAMS

Content Follow organisational guidelines; Work ethically.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCORG2A WORK WITH OTHERS

Content Plan, communicate and work with others

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCORG2B WORK WITH OTHERS

Content Plan own workload with supervisor; Communicate with others about work matters; Work co-operatively with others.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CHCORG3A PARTICIPATE IN THE WORK ENVIRONMENT

Content Working effectively as an individual and in work groups to contribute to achievement of organisational objectives.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCORG3B PARTICIPATE IN THE WORK ENVIRONMENT

Content Contribute to the effective operation of the workgroup; Review and develop own work performance; Work co-operatively with others; Contribute to the development of policies, practices and structures of an organisation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCORG4A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES

Content Applying relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCORG4A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES (NURSING)

Content This subject introduces the student to the Occupational Health and Safety legislation and Codes of Practice, including Hazard Identification and Risk Control. The subject also introduces the principles of infection prevention for the Registered Nurse Division 2. It also includes the duties and responsibilities for the health care team.

Nominal Hours To be advised

Assessment As per accredited curriculum

CHCORG5A MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Content Meeting individual responsibilities within a work group.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCORG5B MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Content Work to achieve identified outcomes; Establish and maintain appropriate work relationships; Facilitate operation of the workgroup; Review and develop own performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCORG6B CO-ORDINATE THE WORK ENVIRONMENT

Content Contribute to and promote effective work practices; Promote effective workplace relations; Facilitate work group activities; Develop and implement staffing processes as required; Advocate for workplace health and safety and fair employment practices.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG7A MANAGE WORKPLACE ISSUES

Content Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCORG7B MANAGE WORKPLACE ISSUES

Content Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCORG8C ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES

Content Complete strategic planning activities; Manage implementation of new program or service; Establish and manage organisational and operational arrangements; Undertake appropriate evaluation and reporting.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCORG9B MANAGE PROJECTS AND STRATEGIES

Content Consider the need and scope for the project/strategy; Prepare a project plan; Identify and acquire resources to make implementation of project plan possible; Promote and advertise project/strategy; Manage implementation of project/strategy; Evaluate and report on project/strategy.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG10A MANAGE ORGANISATIONAL CHANGE

Content Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.

Nominal Hours 60-150 Hours

Assessment As per accredited curriculum

CHCORG10B MANAGE ORGANISATIONAL CHANGE

Content Contribute to and promote effective work practices; Ensure practices of the organisation are appropriate; Respond to change in the community; Initiate and implement organisational change within a planning framework.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCORG11A LEAD AND DEVELOP OTHERS

Content Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG11B LEAD AND DEVELOP OTHERS

Content Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG17A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Content Provide information to the work group about occupational health and safety and the organisation's occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for identifying hazards and assessing and controlling risks; Implement the organisation's procedures for dealing with hazardous events; Implement and monitor the organisation's procedures for providing occupational health and safety training; Implement and monitor the organisation's procedure for maintaining occupational health and safety records.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCORG19A DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES

Content Evaluate outcomes for clients accessing the service; Plan and implement changes/strategies to improve outcomes; Ensure client service standards and codes of practice; Manage quality assurance processes.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG19B DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES

Content Evaluate outcomes for clients accessing the service; Plan and implement changes/strategies to improve outcomes; Ensure client service standards and codes of practice; Manage quality assurance processes.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG20B PROMOTE AND REPRESENT THE SERVICE

Content Promote community awareness of the clients, their needs and their importance; Promote the service to increase its profile in the community; Represent the service; Respond to negative publicity and perceptions, as required.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCORG22A CONTRIBUTE TO SERVICE DELIVERY STRATEGY

Content Carry out work activities according to organisational procedures; Contribute to implementation of service delivery.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCORG23A CO-ORDINATE WORK

Content Demonstrate commitment to the delivery of high quality services to clients; Develop and implement a framework for quality service delivery;

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCORG23B CO-ORDINATE WORK

Content Demonstrate commitment to the delivery of high quality services to clients; Develop and implement a framework for quality service delivery.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCORG23C CO-ORDINATE WORK

Content To be advised.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCORG24B PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY

Content Develop effective leadership role; Provide direction; Promote community work and maintain quality performance.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CHCORG25B RECRUIT AND CO-ORDINATE VOLUNTEERS

Content Identify the need and roles for volunteers in the organisation; Recruit volunteers; Recruit volunteers to organization; On-going support of volunteers is provided.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCORG26A MANAGE A SERVICE LEGAL AGREEMENT

Content Investigate partnership opportunities; Negotiate support agreement terms and conditions; Implement support agreement; Evaluate support agreements.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCORG27A PROVIDE MENTORING SUPPORT TO COLLEAGUES

Content Establish a relationship with mentoree; Offer mentoring support.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE

Content Reflect upon own practice; Ensure continuing self-support and supervision; Operate within an agreed ethical code of practice/ethics.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CHCORG29A PROVIDE COACHING AND MOTIVATION

Content Prepare for on job coaching; Coach on the job; Follow up coaching.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCPOL1A PARTICIPATE IN POLICY DEVELOPMENT

Content Assist in the policy development of the organisation; Contribute to collection of data for research purposes.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

CHCPOL2A CONTRIBUTE TO THE POLICY DEVELOPMENT

Content Review existing policies; Contribute to research for policy advice; Provide briefing materials on policy issues; Promote informed policy debate.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCPOL3A UNDERTAKE RESEARCH ACTIVITIES

Content Prepare a research plan; Implement appropriate research strategies; Organise and analyse information; Report the findings of the research.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCPOL4A DEVELOP AND IMPLEMENT POLICY

Content Research and consult with others to develop policies; Test draft policies; Develop policy materials; Implement and review policies.

Nominal Hours To be advised

Assessment As per accredited curriculum

CHCPOL5A MANAGE RESEARCH ACTIVITIES

Content Initiate research efforts; Identify and acquire resources; Supervise research being undertaken; Interpret and act on analysis of research.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CHCPOL7A MANAGE POLICY DEVELOPMENT

Content Identify future directions in organisational services; Manage policy development; Advocate for appropriate policy development.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCPR1A FACILITATE PLAY AND LEISURE

Content Create an environment to foster play and leisure; Actively guide and facilitate children's play and leisure; Actively encourage children to enjoy play and leisure.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCPR2A ORGANISE EXPERIENCES FOR CHILDREN

Content Establish a stimulating and positive environment; Encourage children's involvement in experiences; Respond to unexpected occurrences; Organise for excursions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCPR3A OBSERVE CHILDREN

Content Gather information about the child; Observe children's play; Contribute to observation recording; Contribute to program planning.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCPR4A PROVIDE OPPORTUNITIES AND EXPERIENCES TO ENHANCE CHILDREN'S DEVELOPMENT

Content Establish an environment that can foster children's development; Provide creative and challenging opportunities which stimulate learning and development of the child; Plan and implement a program for the day; Review and improve the plan.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCPR5A ENHANCE CHILDREN'S PLAY AND LEISURE

Content Ensure the environment fosters play and leisure; Assist children to develop their play and leisure; Assist children to participate in a wider range of play and leisure experiences; Adopt a variety of roles to enhance play and leisure, as appropriate.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCPR9A USE OBSERVATIONS AND RECORDS

Content Gather detailed information about the child; Record information in appropriate ways; Use information from observations to develop understanding of the child; Use information from observations with children and family members; Use information to plan the program.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCPR10A FACILITATE THE DESIGN OF PROGRAMS OF THE SERVICE

Content Design programs with all those involved; Design program to enhance development of children; Design programs which reflect the philosophy and goals of the service; Design programs which are relevant to the cultural and social contexts of the children and their community; Design programs which reflect a multicultural perspective.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCPR12A MONITOR AND EVALUATE PROGRAMS

Content Assess the progress of each child; Evaluate the current programs.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCPR13A FACILITATE THE DEVELOPMENT OF PROGRAMS FOR CHILDREN WITH ADDITIONAL NEEDS

Content Plan required resources; Develop the program to meet the needs of the child; Maintain communication with those involved.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCPR0T9C PROVIDE PRIMARY/ RESIDENTIAL CARE

Content Outline terms of placement with client in care; Provide/mobilise domestic support; Provide for client education, support and development; Contribute to reintegration of client.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCPR0T11B PREPARE FOR CARE AND PROTECTION OF CLIENTS IN SPECIFIC NEED

Content Options to address client needs are identified; Care and protection actions are negotiated and evaluated.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCRF2A PROVIDE INTERVENTION SUPPORT TO CHILDREN AND FAMILIES

Content Operate within a professional network; Structure the access and interaction with the family; Identify constraints/barriers to family effectiveness; Identify options with family members; Identify resources to assist the family; Support agreed actions.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCRF1A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

Content Establish a relationship with family members; Exchange information with family members about the child; Respond to a family member's concern about a child.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCRF11A WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD

Content Consult family members about the child, and the child's needs; Reach agreement with family members about care practices; Facilitate the transition to child care; 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.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCRF11B WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD

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.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCRF23A RESPOND TO PROBLEMS AND COMPLAINTS ABOUT THE SERVICE

Content Respond to a family member's concerns about their child; Acknowledge and address grievances and complaints; Effect resolution of complaints; Develop service.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCSD10A DEVELOP NEW APPROACHES FOR PROVIDING SERVICE

Content Develop better child care practice; Contribute to service development initiatives; Participate in planning and evaluation processes.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCSD12A ACT AS A RESOURCE TO WORKERS

Content Communicate about the child; Communicate about the child's family circumstances; Promote appropriate care practices; Promote understanding of the child and family circumstances; Follow up issues; Provide support to workers; Communicate with workers in ways that are relevant to them.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCSD12B ACT AS A RESOURCE TO WORKERS

Content Communicate about the child; Communicate about the child's family circumstances; Promote appropriate care practices; Promote understanding of the child and family circumstances; Follow up issues; Provide support to workers; Communicate with workers in ways that are relevant to them.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCRH1A ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY

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

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCRH2A LEISURE AND HEALTH PROGRAMMING

Content Identify the leisure and health needs of the client or group; Prepare activity/program plan; Identify and obtain required resources; Promote activity/program; Deliver activity/program; Evaluate activity/program.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCRH3A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS

Content Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCRH3B DEVELOP LEISURE AND RECREATION PROGRAMS FOR CLIENTS WITH SPECIAL NEED

Content Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCRH4A CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Content Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCRH4B CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Content Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCRH1B ORIENTATION TO WORK IN LEISURE AND HEALTH INDUSTRY

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

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CHCRH2A LEISURE AND HEALTH PROGRAMMING

Content Identify the leisure and health needs of the client or group; Prepare activity/program plan; Identify and obtain required resources; Promote activity/program; Deliver activity/program; Evaluate activity/program.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CHCRH3A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS

Content Identify and assess the specific requirements of special needs clients in leisure and health programs; Promote the role of leisure and health programs in enhancing the well being of special needs client(s); Plan required resources; Create an environment which fosters participation of special needs client(s) in leisure and health program; Manage and develop strategies to meet the requirements of special needs client(s) participating in leisure and health programs.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCRH4A CO-ORDINATE, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Content Gather record detailed information about client(s); Facilitate the design of programs; Co-ordinate the implementation of programs; Monitor and evaluate program.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCT2A RECEIVE TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER

Content Receive and check food deliveries; Transport food safely and hygienically; Store food safely and hygienically.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

CHCT3A APPLY SAFE FOOD HYGIENE PRACTICES

Content Apply hygienic practices; Prevent the occurrence of food safety risks.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

CHCT3B APPLY SAFE FOOD HYGIENE PRACTICES

Content Apply hygienic practices; Prevent the occurrence of food safety risks.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

CHCT8A DELIVER FOOD/BEVERAGES

Content Deliver beverages; Deliver meals.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CHCTC1A DELIVER A SERVICE CONSISTENT WITH THE ORGANISATION'S MISSION AND VALUES

Content Operate within the mission and values of the organisation; Provide high quality counselling and support to clients.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCYTH1C WORK EFFECTIVELY WITH YOUNG PEOPLE

Content Develop a professional rapport with young people; Address issues associated with the culture of young people; Recognise that youth culture is distinct.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CHCYTH2C PROVIDE CARE AND PROTECTION FOR YOUNG PEOPLE

Content Identify the needs and risks of young people; Respond to the needs and risks of young people; Provide support to young people.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CHCYTH3C SUPPORT YOUNG PEOPLE TO ADDRESS THEIR CIRCUMSTANCES

Content Support young people to develop and use personal resources; Support young people to develop and use networks; Assist young people to monitor and evaluate strategies.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CHCYTH5C SUPPORT YOUTH PROGRAMS

Content Identify the activity/program required; Prepare activity/program plan; Deliver activity/program; Evaluate activity program.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCYTH6C PROVIDE APPROPRIATE SERVICES FOR YOUNG PEOPLE

Content Establish effective rapport with young people and families; Assess the needs and circumstances of young people; Facilitate goal setting and action planning; Provide targeted assistance and referral.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCYTH7C RESPOND TO CRITICAL SITUATIONS

Content Minimise the impact of critical incidents; Prevent escalation of violent behaviour; Secure the safety of clients.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

CHCYTH8B MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS

Content Implement a framework for preventing crisis situations; Support staff in responding to a crisis; Follow up crisis situations.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

CHCYTH10A WORK EFFECTIVELY WITH THE FAMILIES OF YOUNG PEOPLE

Content Establish relationship with family members; Exchange information with family members about young persons needs and risks; Determine a mutual approach to addressing the needs of young people; Respond to families' concerns about young persons.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUECOR2A WORK WITH OTHERS

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

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CUEDES1A DEVELOP THE DESIGN

Content Identify design requirements; Conduct research; Create initial design concepts.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUEDES2A PRESENT AND NEGOTIATE DESIGN

Content Present design concepts; Finalise design brief; Negotiate terms and conditions.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUEEVT1A PLAN & MANAGE EVENTS

Content Prepare for events; Prepare implementation strategy; Oversee event implementation.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CUEFIN1A DEVELOP A BUDGET

Content Plan for a budget; Develop and prepare budget.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUEFIN2A MANAGE A BUDGET

Content Allocate funds; Monitor and control expenditure; Complete financial reports.

Nominal Hours 30-33 Hours

Assessment As per accredited curriculum

CUEIND1A APPLY ORGANISATION & INDUSTRY

KNOWLEDGE

Content Acquire and apply knowledge of: The organisation; The basic rights and responsibilities of the employer and employee; and the industry.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

CUELGT5A OPERATE LIGHTING

Content Technical/dress rehearsal requirements; Pre-show procedures for operating lighting; Operate lighting; Post-performance procedures.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUEMAR3A UNDERTAKE MARKETING ACTIVITIES

Content Plan, implement, review and report on marketing and promotional activities.

Nominal Hours 39-0 Hours

Assessment As per accredited curriculum

CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP

Content Determine period make-up requirements; Prepare to apply period make-up; Apply period make-up; Maintain period make-up; Remove period make-up.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE UP

Content Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Applying safe work practices in regard to the provision of make-up services and safe use of product according to occupational health and safety requirements; Consistently using effective questioning and active listening techniques.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

CUEMUP4A DESIGN, APPLY AND REMOVE SPECIAL EFFECTS MAKE-UP

Content Determine special effects make-up requirements; Make prosthetics; Prepare to apply special effects make-up; Apply special effects make-up; Maintain special effects make-up; Remove prosthetics.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

CUEMUP5A DRESS (STYLE) WIGS

Content Determine requirements for dressing hair; Create hair designs.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUEOHS1A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.

Content Provide information to the work group about occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Implement the organisation's procedures for dealing with hazardous events; Implement and monitor the organisation's procedures for providing occupational health and safety training; Implement and monitor the organisation's procedure for maintaining occupational health and safety records.

Nominal Hours 9-10 Hours

Assessment As per accredited curriculum

CUESET5A ASSIST IN MAKING SETS

Content Prepare to assist in making sets; Construct set elements; Work with others to package sets for transportation.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

CUESMT1A ASSIST IN STAGE MANAGING THE PRODUCTION

Content Assist in organising the rehearsal area to meet rehearsal requirements; Contribute to rehearsals; Contribute to transfer of physical elements from rehearsal facility to venue; Assist in running technical and dress rehearsals; Contribute to preparation of production areas; Contribute to monitoring and maintenance of operations during performance; Contribute to post-performance procedures.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

CUESMT2A PREPARE FOR REHEARSAL

Content Interpret the creative parameters of the production; Identify and confirm production and rehearsal parameters; Prepare and run auditions; Locate, secure and prepare rehearsal facilities; Prepare, distribute and maintain required company documentation and production information.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

CUESMT3A CO-ORDINATE REHEARSALS

Content Coordinate performers; Coordinate physical elements, director's performers' and technical requirements; Develop and maintain the prompt copy; Prompt performers; Monitor and maintain rehearsal process.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS

Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

CUESMT5A MANAGE THE PERFORMANCE

Content Carry out pre-show procedures; Run the show; Prompt the performers; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

CUESMT6A FOLLOW SCORES

Content Prepare score for rehearsal; Stage manage rehearsals with the score; Use the score to call the performance; Undertake post-performance procedures.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CUESOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT

Content Repair sound equipment; Maintain sound equipment.

Nominal Hours 39-40 Hours

Assessment As per accredited curriculum

CUESOU3A OPERATE SOUND EQUIPMENT

Content Technical/dress rehearsal requirements; Pre-show procedures for operating sound; Operate sound equipment; Post-performance procedures.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

CUETEM3A ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS

Content Establish technical/production requirements; Plan and acquire resource requirements; Manage construction or installation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUETHTCORO2A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Content Communicate effectively with customers/colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

CUETHTCORO31 FOLLOW HEALTH, SAFETY & SECURITY PROCEDURES

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

Nominal Hours 5 Hours

Assessment As per accredited curriculum

CUEWRH19A MAINTAIN WIGS AND HAIRPIECES

Content Select and use cleaning products and techniques; Cut and style wigs and hairpieces.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUEWRH20A MAKE WIGS

Content Analyse and select hair type; Prepare hair; Colour hair; Perform process curl on a variety of hair types; Perform hair blending for texture; Make wigs; Make hair pieces and postiche; Fit wig or hairpiece.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

CUFADM01A PREPARE A PROPOSAL

Content Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUFADM02A ADDRESS COPYRIGHT

Content Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CUFCAM01A SET UP AND OPERATE A BASIC VIDEO CAMERA

Content Select and prepare camera equipment and materials; Charge and maintain batteries throughout shoot; Install or check camera support equipment; Install camera, lenses and other accessories; Test all operational aspects of the camera; Prepare and load videotapes; Operate the camera; Disassemble camera, accessories and support equipment.

Nominal Hours 30-50 Hours

Assessment As per accredited curriculum

CUFEDT01A MAKE CREATIVE AND TECHNICAL EDITING DECISIONS

Content Interpret the brief; Generate and assess ideas; Develop initial and/or on-going edit decisions; Communicate editing decisions, evaluate and make amendments; Monitor the editing process.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUFEDT05A OPERATE A NON-LINEAR EDITING SYSTEM

Content Prepare to use the editing equipment; Digitise the picture and sound footage; Edit the picture and sound footage according to the requirements of the brief; Refine the edit; Export the compiled sequences and files and archive the edit job; Complete work operations.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE

Content Seek information on the structure and operation of the industry; Seek information on industry employment obligations and opportunities; Seek information on new technology; Update industry knowledge.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CUFIMA01A PRODUCE AND MANIPULATE DIGITAL IMAGES

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

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CUFIMA03A CREATE 2D DIGITAL ANIMATION

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

Nominal Hours 35 Hours

Assessment As per accredited curriculum

CUFIMA04A CREATE 3D DIGITAL ANIMATION

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

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES

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

Nominal Hours 75 Hours

Assessment As per accredited curriculum

CUFIMA06A DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS

Content Receive and interpret the brief for visual effects design; Break down scripts to produce a plan for the visual effects; Generate and assess ideas; Conduct research and experimentation; Develop and document the visual effects design; Communicate design ideas and make amendments; Liaise with others to implement visual effects production.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CUFIMA07A CREATE TITLES FOR SCREEN PRODUCTION

Content Receive and interpret the brief for the creation of titles; Identify items to be included in the titles; Generate and assess ideas; Produce and evaluate titles and other graphic items; Present the initial title compilation and make amendments.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUFMEM01A USE AN AUTHORING TOOL TO CREATE AN INTERACTIVE SEQUENCE

Content Plan use of authoring tool; Prepare to use authoring tool; Use authoring tool; Check functionality of multimedia sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT

Content Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.

Nominal Hours 50-51 Hours

Assessment As per accredited curriculum

CUFMEM03A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORING A MULTIMEDIA PRODUCT

Content Investigate mark-up and scripting options; Integrate mark-up and scripting language; Test mark-up and scripting language; Evaluate mark-up and scripting language.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUFMEM04A TEST A MULTIMEDIA PRODUCT

Content Determine the criteria for testing; Determine the methods to be used in testing the product; Test and review the multimedia product at agreed stages; Evaluate the final product.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CUFMEM05A MANAGE MULTIMEDIA ASSETS

Content Establish systematic procedures for managing content and outputs; Record information on assets; Plan for project completion and storage; File and save project materials.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CUFMEM06A DESIGN A MULTIMEDIA PRODUCT

Content Determine the project requirements; Identify possible approaches and select the most appropriate; Produce a design for the multimedia project design; Review and confirm the design.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT

Content Receive and interpret the brief; Generate and assess ideas; Conduct research; Select media/materials for use in a visual design and communication; Apply visual design and communication techniques; Evaluate visual and communication design techniques.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CUFMEM08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT

Content Receive and interpret the brief for the instructional design; Generate and assess ideas; Conduct research; Select an instructional design model; Plan and compose the instructional product; Evaluate instructional strategies and materials.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT

Content Receive and interpret the brief for the game design; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE

Content Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT

Content Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

CUFMEM12A UPDATE WEB PAGES

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

Nominal Hours To be advised

Assessment As per accredited curriculum

CUFMEM13A INCORPORATE, DESIGN AND EDIT DIGITAL VIDEO

Content Identify and describe formats of digital video; Design digital video; Edit digital video; Present a digital video sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUFMEM14A CREATE, MANIPULATE AND INCORPORATE 2D GRAPHICS

Content Work with digital imaging; Use 2D multimedia graphics software; Create 2D multimedia graphic designs.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUFPOP01A PREPARE AND PARTICIPATE IN AN ELECTRONIC MEDIA ACTIVITY

Content Prepare the activity; Realise and participate in the activity.

Nominal Hours 30-35 Hours

Assessment As per accredited curriculum

CUFPOP09A CONDUCT A BRIEFING

Content Prepare information for delivery; Present all necessary operational information by verbal briefing; Present all necessary safety information by verbal briefing; Render artwork.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CUFRAD01A ORIGINATE AND DEVELOP THE CONCEPT

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

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUFSAF01A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

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

Nominal Hours 15 Hours

Assessment As per accredited curriculum

CUFWRT05A WRITE CONTENT AND/OR COPY

Content Plan and prepare to write the content and/or copy; Write content/copy.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA

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

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB201A ASSIST CLIENTS TO USE AN INFORMATION SERVICE EFFECTIVELY

Content To help clients make effective use of information providers' services and facilities, practitioners assist clients to access the facilities or refer them to the appropriate person. Feedback from clients is treated in a courteous and ethical manner to add value to the client focussed organisation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB202A ASSIST WITH THE MAINTENANCE OF SERVICE AREA

Content Practitioners use organisational, interpersonal and observational skills to ensure that clients and others are provided with a safe and orderly environment in which to satisfy their information needs.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB203A DEVELOP OWN INFORMATION LITERACY SKILLS

Content Recognising the critical importance of self education and lifelong learning, practitioners enhance their own ability to access and use information through various systems and in a variety of formats.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CULLB204A MANAGE OWN WORK PERFORMANCE AND LEARNING

Content Practitioners are responsible for managing their own performance and contributing to their own professional development within the context of the organisation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB205A PREPARE, PROCESS AND STORE RESOURCES

Content To ensure consistent organisation and maintenance of information, materials and equipment, practitioners process and store resources in accordance with the information service provider's policies and procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB301A PARTICIPATE IN A WORK TEAM

Content Co-ordination of work activities in a limited area of responsibility or of a small work group requires practitioners to participate in the work team.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB302A USE BIBLIOGRAPHIC METHODS

Content The variety of information systems used by information providers requires practitioners to understand the principles underpinning the organisation of bibliographic and other relevant information and classification systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB303A ACCESSION AND PROCESS RESOURCES

Content Accessioning and processing of resources requires practitioners to maintain quality acquisition procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CULLB304A CONTRIBUTE TO PROMOTIONAL PROGRAMS AND ACTIVITIES FOR CLIENTS

Content Effective contribution to programs and activities for target groups requires practitioners to apply organisational and team-working skills to confirm, achieve and continuously improve required customer outcomes.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB305A PROCESS ORDERS

Content The acquisition of resources requires practitioners to liaise with suppliers, to order resources and to maintain accurate records within the information provider's policies and guidelines.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB307A USE MULTIMEDIA EQUIPMENT

Content Assistance to clients in libraries and information agencies requires practitioners to understand, use and maintain a range of multimedia technologies and programs.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB401A CONTRIBUTE TO CLIENT ACCESS TO INFORMATION

Content Assisting clients to obtain information from readily accessed sources requires practitioners to locate the information, or refer clients appropriately, or assist clients to find and access the information themselves.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB402A CONTRIBUTE TO EFFECTIVE WORKING RELATIONSHIPS

Content Contribution to effective working relationships requires practitioners to develop and maintain constructive relationships across the workplace which focus on achieving agreed outcomes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB403A DEVELOP AND APPLY OWN INFORMATION LITERACY SKILLS IN WORKING WITH CLIENTS

Content Recognising the critical importance of self education and lifelong learning, practitioners enhance their own ability to access and use information to assist clients.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB405A MANAGE OWN WORK DEVELOPMENT AND LEARNING

Content Practitioners are responsible for managing their own performance and taking responsibility for their own professional development within the context of the organisation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB406A ORGANISE AND CO-ORDINATE WORK ACTIVITIES

Content Achievement of planned outcomes requires practitioners to contribute to the planning, organising and co-ordination of work activities in specific workplace contexts.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB407A USE NETWORKED SERVICES EFFECTIVELY TO PROVIDE ACCESS TO INFORMATION

Content By developing their awareness of, and effectively using a range of networked services practitioners enhance their responses to client requests for information.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB411A PROVIDE PROMOTION AND PROGRAMS AND ACTIVITIES FOR CLIENTS

Content Planning and administering programs and activities for various programs for diverse client groups requires innovation, organisation, evaluation and a pro-active focus on client outcomes.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB501A CONTRIBUTE TO THE ORGANISATION AND CO-ORDINATION OF THE WORK OF OTHERS

Content Practitioners contribute to the planning, organising and co-ordination of the work and welfare of other team members or junior staff to achieve planned outcomes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB502A DELIVER INFORMATION LITERACY PROGRAMS FOR CLIENTS

Content Practitioners play a prominent role in supporting the information literacy development of their clients. Learning, through instruction to staff, individual clients or groups, is enhanced where there is a clear focus on client learning needs and outcomes.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

CULLB503A ORGANISE INFORMATION FOR CLIENT ACCESS

Content The organisation of information to suit client needs requires practitioners to develop and maintain simple databases to enable clients to access and retrieve information.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CULLB504A PROVIDE CLIENTS WITH ACCESS TO REQUIRED INFORMATION

Content Providing clients with access to required information requires practitioners to accurately analyse and assess and respond to a variety of client needs.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

CULLB505A ANALYSE AND DESCRIBE MATERIAL

Content Practitioners analyse and describe material by indexing and abstracting the **Content** and format of materials accurately and consistently to ensure the retrieval of information by clients.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB506A CATALOGUE AND CLASSIFY MATERIAL

Content Cataloguing and classifying material to facilitate client access to material/information, requires practitioners to understand bibliographic organisation and to use interpretation, judgement and the ability to deviate from precedent where necessary.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB507A CONTRIBUTE TO COLLECTION DEVELOPMENT

Content Library practitioners contribute to collection development by reviewing materials required for the information provider's collection and recommending or acting on acquisition decisions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB508A DEVELOP AND IMPROVE SYSTEMS AND PROCESSES TO INCREASE ACCESS TO INFORMATION

Content The development and improvement of the service provider's systems and processes requires practitioners to monitor new technological developments and evaluate them in the light of the organisation's policies and to develop strategies to improve existing services or introduce new services.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB509A CO-ORDINATE SELECTION AND ACQUISITION OF INFORMATION

Content Co-ordination of selection for a small collection, or of a limited part of a large collection, requires practitioners to contribute to the organisation's selection and acquisition policies and to make recommendations for acquisition and selection.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB510A ESTABLISH AND MAINTAIN CONSULTATION WITH, AND PROMOTION TO, CLIENT GROUPS

Content Establishing and maintaining of consultation with client groups requires practitioners to plan, implement and evaluate strategies which maintain quality client outcomes.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB511A LEAD A TEAM

Content Leading and participating in, facilitating and empowering work teams within the context of the organisation requires practitioners to play a prominent part in motivating, mentoring, coaching and developing team members and in achieving team cohesion.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB512A MAINTAIN AND MODIFY TECHNOLOGICAL APPLICATIONS IN THE LIBRARY

Content Practitioners maintain, monitor and evaluate equipment and software to meet the needs of clients and staff of the organisation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB513A MANAGE MAINTENANCE OF PHYSICAL RESOURCES AND ENVIRONMENT

Content Maintenance of physical resources and the work environment requires practitioners to evaluate requirements, develop schedules and take appropriate action, including making recommendations for replacement, to ensure equipment and facilities are operational at all times.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB514A PROVIDE ASSISTANCE FOR RESEARCH AND PROJECTS

Content When assistance is provided for research and projects to internal and external clients, practitioners are actively engaged in confirming research objectives and outcomes with clients, collecting and evaluating relevant information, presenting findings and participating in evaluation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULMS413A USE INFORMATION TECHNOLOGY

Content Operate computer hardware; Operate computer packages; Access and use user support resources.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULMS501A APPLY BASIC PRESERVATION TECHNIQUES

Content Provide practitioner with the basic techniques required for preservation of library documentation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CUSADM03A MANAGE A PROJECT

Content Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.

Nominal Hours 48-50 Hours

Assessment As per accredited curriculum

CUSADM04A MANAGE A MAJOR PROJECT

Content Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

CUSADM06A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN

Content Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS

Content Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS

Content Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.

Nominal Hours 18-20 Hours

Assessment As per accredited curriculum

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Content Establish legal structures for businesses or projects; Comply with statutory and regulatory requirements; Establish rights to materials, products/services; Secure rights to materials/products/services.

Nominal Hours 48-50 Hours

Assessment As per accredited curriculum

CUSADM10A ESTABLISH AND MANAGE CONTRACTS

Content Clarify the requirements of both parties to the contract; Negotiate terms and conditions of the contract; Ensure that the contract complies with legislative and regulatory requirements; Obtain specialist legal advice, where necessary; Ensure that all parties to the contract are fully informed of the contract terms and conditions; Finalise contract; Monitor compliance with the contract.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSBAD13A ASSESS PERFORMING AND RECORDING DEALS

Content Assess the company for artistic fit; Assess the artist/repertoire manager for artistic fit where required.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSBAD15A MANAGE RISK AND CRISES FOR AN ACT OR SHOW

Content Manage crises as they arise prior to the performance; Manage crises during an event.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSBAD18A MANAGE ARTISTS AND THEIR CAREERS

Content Plan and maintain the management business; Manage clients' artistic development; Manage clients' business development; Plan and maintain finances; Analyse and develop the market position of artists; Comply with legal requirements; Undertake promotions and business management; Ensure that clients work safely and are aware of their rights.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSBGE11A PLAN A CAREER IN MUSIC

Content Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSBGE17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE

Content Maintain music industry knowledge; Maintain and apply knowledge of industry, employment obligations and opportunities; Maintain and apply knowledge of legislation affecting the industry; Maintain current knowledge of new technology; Maintain effective industry networks.

Nominal Hours 69-85 Hours

Assessment As per accredited curriculum

CUSBGE11A PLAN A CAREER IN MUSIC

Content Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSBMA14A MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS

Content Promote works in the market place; Negotiate licences; Oversee and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSBRA19A DEVELOP ARTISTS AND REPERTOIRE

Content Develop industry knowledge and contacts; Develop relationships with appropriate songwriters and producers; Find talent; Develop talent; Represent and negotiate in the interests of artists and the company; Balance short and long term goals; Negotiate agreements.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSFIN01A FINANCE A PROJECT

Content Clarify the financial scope of the project; Identify sources of finance; Develop the proposal; Obtain legal advice; Present the proposal to funding body or prospective investors; Negotiate terms and conditions of investment; Finalise formal agreement.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY

Content Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.

Nominal Hours 20-24 Hours

Assessment As per accredited curriculum

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT

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

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSGEN04A PARTICIPATE IN NEGOTIATIONS

Content Plan the negotiation; Conduct the negotiation; Finalise the outcome.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUSGEN05A MAKE PRESENTATIONS

Content Plan and prepare for the presentations; Make presentations; Evaluate presentations.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

CUSMAR01A PROMOTE PRODUCTS AND SERVICES

Content Identify appropriate image for promotion of products and/or services; Anticipate and use promotional opportunities; Promote products and services to customers/clients; Evaluate the promotion.

Nominal Hours 84-85 Hours

Assessment As per accredited curriculum

CUSMCP02A COMPOSE A SIMPLE SONG OR TUNE

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

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSMCP04A COMPOSE SONGS OR TUNES IN A RANGE OF STYLES

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.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

CUSMCP06A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA

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

Nominal Hours 36 Hours

Assessment As per accredited curriculum

CUSMGE04A ANALYSE MUSIC

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

Nominal Hours 69 Hours

Assessment As per accredited curriculum

CUSMGE07A ANALYSE HARMONY

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

Nominal Hours 81 Hours

Assessment As per accredited curriculum

CUSMGE10A USE MIDI DEVICES AND/OR SOFTWARE TO COMPOSE MUSIC

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

Nominal Hours 30-39 Hours

Assessment As per accredited curriculum

CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS

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

Nominal Hours 69-85 Hours

Assessment As per accredited curriculum

CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT

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

Nominal Hours 84-85 Hours

Assessment As per accredited curriculum

CUSMGE14A READ MUSIC FOR PERFORMANCE AND ANALYSIS

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

Nominal Hours 60-70 Hours

Assessment As per accredited curriculum

CUSMPF09A EVALUATE AND EXTEND PERFORMANCE TECHNIQUE

Content Develop control over the range and capability of the instrument or voice; Maintain and care for the instrument; Plan and use practice time to extend technique; Perform pieces from a range of repertoire.

Nominal Hours 33-35 Hours

Assessment As per accredited curriculum

CUSMPF10A DEVELOP AND PRACTICE IMPROVISATION

Content Investigate and experiment with technical elements for creative expression; Investigate improvisation for a range of purposes; Generate and develop concepts or ideas; Improvise in context; Use equipment or technology effectively, where appropriate, to express ideas; Evaluate work.

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSMPF11A PERFORM MUSIC AS PART OF A GROUP

Content Perform warm up routine; Perform work; Perform in a group; Interact with other performers; Evaluate performance; Analyse live performance.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSMPF14A PERFORM ACCOMPANIMENT

Content Prepare to perform accompaniment; Provide, adapt and perform appropriate accompaniment; Provide stimulus and support for performers; Interact with performers; Observe OHS principles for self and others.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

CUSMPF16A PERFORM IMPROVISATION FOR AUDIENCE

Content Prepare for ensemble improvisation; Contribute to the work of ensemble; Contribute solo improvisation as required; Evaluate improvisation.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUSMPF17A DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE

Content Use technical control in performing music; Maintain and care for the instrument; Plan and use personal practice time effectively to develop technique; Perform pieces appropriate to the repertoire and musical style in area of specialisation.

Nominal Hours 69 Hours

Assessment As per accredited curriculum

CUSRAD01A COLLECT AND ORGANISE INFORMATION

Content Collect relevant information; Assess the information; Organise the information; Communicate the information.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUSRAD02A CONDUCT RESEARCH

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

Nominal Hours 35 Hours

Assessment As per accredited curriculum

CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY

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

Nominal Hours 9-10 Hours

Assessment As per accredited curriculum

CUSSOU04A RECORD SOUND

Content Prepare to record sound; Record sound.

Nominal Hours To be advised

Assessment As per accredited curriculum

CUSSOU05A INSTALL, ALIGN AND TEST SOUND EQUIPMENT

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

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

CUSSOU11A OPERATE SOUND MIXING CONSOLE

Content Prepare sound mixing console for operation; Operate console during production; Monitor technical quality during production; Complete work operations.

Nominal Hours 69-70 Hours

Assessment As per accredited curriculum

CUSSOU12A EDIT SOUND USING DIGITAL SYSTEMS

Content Determine the production requirements; Prepare for digital sound editing; Prepare for the edit; Load the source footage; Create or use an edit decision list; Conform the footage to the edit decision list; Adjust the sequenced footage; Play out the post conform work and archive the edit job; Decommission the editing facility.

Nominal Hours 69-85 Hours

Assessment As per accredited curriculum

CUSSOU15A CREATE A FINAL SOUND BALANCE

Content Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.

Nominal Hours 84-85 Hours

Assessment As per accredited curriculum

CUSSOU16A DEVELOP SOUND DESIGN

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.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CUSSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING

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.

Nominal Hours 81-102 Hours

Assessment As per accredited curriculum

CUSSOU22A IMPLEMENT SOUND DESIGN

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

Nominal Hours 50-51 Hours

Assessment As per accredited curriculum

CUSSOU23A SPECIFY SOUND SYSTEMS

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

Nominal Hours 33-5 Hours

Assessment As per accredited curriculum

CUSTGE01A SUPERVISE TECHNICAL OPERATIONS

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

Nominal Hours 35-36 Hours

Assessment As per accredited curriculum

EA000 BASIC STATISTICS

Prerequisite(s) EA002 Engineering Maths A.

Content Averages, variables, relationships, statistic, sample, parameter; Precise description, prediction, statistical inference, confidence limit; Nominal scales, ordinal scales, interval scales ratio scales; Discrete and Continuous Variables Frequency Distributions; Univariate distribution, Cumulative distributions, Skewed distribution, bivariate distribution; Measures of Central Tendency; Mean, The Median; Measures of Variability; The Standard Deviation; Other measures; Elementary Probability; Independent events; Conditional Probability; Permutations; Combinations.

Nominal Hours 20-40 Hours

Assessment As per accredited curriculum.

EA001 CALCULUS

Prerequisite(s) EA002 Engineering maths A.

Content Differential and Integral calculus, curve sketching, algebraic, exponential logarithmic and trigonometric functions; Applications to practical situations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

EA002 ENGINEERING MATHS A

Content Rational and irrational numbers, surds; Engineering notation; Units of measurement; Errors and estimations; Algebraic expressions; Geometry; Graphs of linear functions; Laws of indices; Pythagoras; Circles; Areas.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

EA003 ENGINEERING MATHS B

Content Matrix algebra; Linear equations in 2 unknowns; Row operations to solve up to 3 linear equations in 3 unknowns; Graph quadratic functions; Solve quadratic equations; Graph exponential and logarithmic equations; Graph trigonometric functions; Solve trigonometric equations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

EA010 MATERIAL SCIENCE

Content This module will enable students to recognise the different materials used in engineering; the classification of materials, the properties of materials, and the factors that influence these properties. Participants will be made aware of common testing methods used to determine engineering properties of materials.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA011 SCIENCE

Content To enable students to investigate and report on engineering problems associated with the various aspects of motion, work, energy, power, heat and temperature, and electromagnetic waves.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA027 PRESENTING REPORTS

Prerequisite(s) (EA026) Presenting Information

Content Develop effective communication at the paraprofessional level in writing and presenting a document which investigates a specified issue.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA030 WORKPLACE COMMUNICATION

Content Workplace Communication

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA031 WRITING IN PLAIN ENGLISH

Content To develop the ability to apply principles of plain English to one's own writing and the writing of others within organisations and to advocate its use.

Nominal Hours 20 Hours; 2pts

Assessment As per accredited curriculum

EA032 WRITING TECHNICAL DOCUMENTS

Content Preparation of an outline of a document relevant to a specified industry. Writing a technical document. Technical Writing skills.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA034 COMMUNICATION STUDIES

Content To provide training in effective communications skills in organising and conducting structured meetings, in recording the outcomes of those meetings in the workplace, in writing and presenting an investigative document and for formal interviews.

Nominal Hours 40 Hours

Assessment Practical.

EA040 OCCUPATIONAL HEALTH AND SAFETY

Content To enable student to describe legal frameworks and strategies that act to safeguard workplace health and safety, and to conduct workplace hazard audits. The course will introduce the student to the legislative requirements on employer and employee and to the preventative nature of workplace health and safety.

Nominal Hours 20-40 Hours; 2pts

Assessment As per accredited curriculum

EA042 QUALITY FUNCTIONS – RECEIVING INSPECTION

Content Quality functions – Receiving inspection

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA045 QUALITY CONCEPTS

Content To introduce the student to the basic concepts of quality management and quality improvement, and the links with productivity, economic advantage and standard of living.

Nominal Hours 20 Hours; 2pts

Assessment As per accredited curriculum

EA047 QUALITY IMPROVEMENT IN THE WORKPLACE

Content Quality improvement in the workplace

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA050 ENGINEERING COMPUTING

Content To enable students to apply computers in industry involving the operation of computer systems, the identification of the hardware, software and skills needed for each of these, and to assist in the management of a simple networked system of computers.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA059 STATICS

Prerequisite(s) EA002 Engineering maths A.

Content Force and gravity, equilibrium of concurrent coplanar forces, moment and torque, equilibrium on non-concurrent coplanar forces, friction, couples, forces in frames.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

EA060 ENGINEERING DESIGN CONCEPTS

Content To enable students to describe essential features of a design philosophy specification and economic design principles and procedures for simple design problems applicable to the fields of mechanical, electrical and civil engineering and calculate design loads.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA061 ENGINEERING GRAPHICS

Content Equipment and media used to produce drawings (manual and computer aided drafting); The use and maintenance of manual drafting equipment; Orthographic projection; Third angle projection; Line drawing and printing skills; Drawing layout an engineering drawing; Sections and isometric drawings of simple engineering components.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA062 COMPUTERS AND THEIR APPLICATION TO CAD

Content Use of computers in industry, introduction to computers, introduction to operating systems, peripheral devices, use of computers, applications packages used in industry. Includes the use of a CAD package to produce a simple CAD drawing.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA063 TECHNICAL DRAWING INTERPRETATION

Content To enable students to interpret technical drawings, apply geometric construction and the detailing of components to technical drawings.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA064 COMPUTER AIDED DRAFTING A

Prerequisite(s) EA061 Engineering Graphics.

Content Operation of CAD software; Construction of basic shapes; Production of basic drawings to the relevant standards (AS1100); Save and transfer of drawing files and modification of existing CAD drawings.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA065 COMPUTER AIDED DRAFTING B

Prerequisite(s) EA064 Computer Aided Drafting A.

Content To enable students to use Computer Aided Drafting (CAD) for the production of prototype and complex drawings at an advanced level.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA066 COMPUTER AIDED DRAFTING C

Prerequisite(s) EA065 Computer aided drafting B.

Content Principles of menu structures, customization techniques, configuring software, information on CAD consumable.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA067 COMPUTER AIDED DRAFTING D

Prerequisite(s) EA065 Computer aided drafting B.

Content Design applications using other commercial programs, additional to the CAD program for editing, design drafting, and file manipulation. Manipulation of shapes 3 dimensional.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA068 COMPUTER AIDED DRAFTING 3D

Prerequisite(s) NM06 Computer aided drafting A.

Content Using the latest release of AutoCAD to draw, modify, view, save and plot objects/components in 3D views.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA069 COMPUTER AIDED DRAFTING SYSTEMS

Prerequisite(s) EA062 Computers and their Application to CAD; EA063 Technical Drawing Interpretation

Content Describe the computer Aided Drafting and Design Systems in terms of current classifications, emerging trends, terminology, and their application to the areas of drafting and design.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA070 ENGINEERING ORGANISATIONS

Content Features and structures of the engineering industry; Types of engineering occupations; Qualifications and training requirements for education, training and retraining; Technological organisational and social change; Management styles, economic climate, legal environment, technological; Methods of engineering; Industrial, administrative/management practices and processes.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA071 PLANNING/ESTIMATING AND COSTING

Prerequisite(s) EA040 Occupational Health and Safety.

Content To enable students to apply the fundamental principles and concepts associated with planning, estimating and costing to the preparation and interpretation of tender documents, cost estimates and the reporting of actual versus estimated project costs.

Nominal Hours 20 Hours; 2pts

Assessment As per accredited curriculum

EA074 CAD MODELLING CONCEPTS

Prerequisite(s) (EA068) CAD – 3D

Content Necessary knowledge and skills to apply modelling techniques to three dimensional drawings for presentation purposes.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA080 ENGINEERING MEASUREMENT

Content To enable student to describe the measuring concepts and the application of scales, rules, micrometer, verniers and the measuring instruments used in the areas of velocity, acceleration, force, fluids and electricity in engineering situations and to use these techniques on given work pieces.

Nominal Hours 20-40 Hours; 2pts

Assessment As per accredited curriculum

EA090 FAULT FINDING AND DIAGNOSTICS

Content To enable students to perform systematic fault isolation through the application of diagnostic techniques.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA100 ANALOGUE ELECTRONICS

Prerequisite(s) Amplifiers 1 (NMEC Code To be advised)

Content To enable students to describe the specifications of operational amplifiers, with a view to design, analyse and select modern operational amplifier and analog integrated circuits.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA102 ESTABLISHING A CONTRACTING BUSINESS

Content Provide the learner with the knowledge and basic skills to plan and establish a small contracting business.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA160 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (PLC)

Prerequisite(s) NE49 Introduction to Programmable Controllers; NE76 AC Motor Control; NE77 DC Motor Control

Content Develop skills to apply concepts of computer software interface to microprocessor PLC technology; to program the PLC to achieve specified control functions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA501 PRODUCTION PLANNING AND CONTROL – MAIN FUNCTIONS

Content Objectives of manufacturing, production planning and control; Terminology, QCD, quality, cost; Control feedback loop. Organizational structure and functions. Lean manufacturing. Decision making process.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA506 GAUGE DESIGN CONCEPTS

Prerequisite(s) EA061 Engineering graphics.

Content Limits and fits; Tolerances; Selective fits; Plain limit gauging; Special requirements for: working snap gauges, bore working gauges, thread calliper, adjustable thread ring gauges, tolerances for commercial master setting gauges. Indicating gauges.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA517 COMPUTER APPLICATIONS TO PLASTICS TOOL DESIGN

Content Recognition of computerized techniques used to design and analyze the product, product working drawings for tooling, tool cavities and cores. Use of CAD/CAM software packages.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA518 CAD TOOL DESIGN PROJECT

Prerequisite(s) EA517 Computer applications to plastics tool design.

Content CAD system operation and application to a tooling design solution for a product. Design modelling analysis techniques using part creation, mass property analysis.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA601 MAINTENANCE PROCESSES

Prerequisite(s) NBB02 Occupational Health and Safety.

Content To enable students to plan and schedule all maintenance work, using computer project management software.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA602 MAINTENANCE SYSTEMS

Prerequisite(s) NBB02 Occupational Health and Safety.

Content To enable student to select, implement, monitor and evaluate the appropriate Maintenance Systems to suit a range of industrial applications.

Nominal Hours 20-40 Hours; 2pts

Assessment As per accredited curriculum

EA603 PREVENTATIVE MAINTENANCE

Prerequisite(s) NBB02 Occupational Health and Safety.

Content To enable students to describe various maintenance systems currently used in industry, to carry out an audit of plant, machinery and equipment, and to plan, implement and review a Preventative Maintenance Program.

Nominal Hours 20 Hours; 2pts

Assessment As per accredited curriculum

EA604 SUPERVISION OF MATERIALS HANDLING SYSTEM

Prerequisite(s) NBB02 Occupational Health and Safety, NBB03 or equivalent.

Content This module enables students to identify, assess and control risks from lifting in the workplace; Select suitable lifting techniques and systems (both manual and crane in accordance with relevant legal requirements); Supervise those persons who carry out the lifting operations.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA606 LIQUID PENETRANT

Content To enable student to describe the principle and processes of liquid penetrant and magnetic particle testing, and apply these techniques to defective components. This module fulfills the requirements for level 1 certification for both liquid penetrant testing and magnetic particle testing in accordance with AS 3898 – 1992, 'Non-destructive Testing – Qualification and Certification for Personnel – General Engineering.'

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA607 MAGNETIC PARTICLE

Content To enable students to describe the principles, procedures and applications of magnetic particle testing, prepare and set up for inspection, test and interpret results.

Nominal Hours 80 Hours; 8pts

Assessment As per accredited curriculum

EA608 NON-DESTRUCTIVE TESTING METHODS

Content To enable students to describe the principles and application of several of the specialised non-destructive testing N.D.T methods that may be used to detect discontinuities in products that are Welded and Fabricated.

Required Reading Magnetic acoustics emission, eddy current strain gauge, thermo graphic testing. Heat resistance, x-rays, hydro-static testing

Nominal Hours 60 Hours; 6pts

Assessment As per accredited curriculum

EA609 PENETRANT TESTING

Content To enable students to describe the principles, processes and various media used for different applications, apply the various penetrant test techniques and interpret the test results.

Nominal Hours 60 Hours; 6pts

Assessment As per accredited curriculum

EA610 RADIOGRAPHIC TESTING

Content Radiographic testing

Nominal Hours 10 Hours

Assessment As per accredited curriculum

EA611 RADIOGRAPHIC TESTING METHODS

Content Radiographic testing methods

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA612 RADIOGRAPHY AND RADIATION SAFETY

Content Radiography and radiation safety
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA613 ULTRASONIC TESTING

Content Ultrasonic testing
Nominal Hours 10 Hours
Assessment As per accredited curriculum

EA614 ULTRASONIC TESTING METHODS

Content Ultrasonic testing methods
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA618 NON DESTRUCTIVE TESTING

Content Non destructive testing
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA700 COMPUTER AIDED MANUFACTURING SYSTEMS (CAM)

Content CAMS, geometry database, cutter path and NC file, transfer of CAM generated files, production of a component on the NC machine.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA701 ENGINEERING DRAWING (DETAIL)

Prerequisite(s) EA061 Engineering graphics.
Content To enable students to produce detail drawings of engineering components complete with surface texture details and dimensions
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA702 ENGINEERING (DEVELOPMENT AND PIPEWORK)

Content Engineering (Development and pipework)
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA703 ENGINEERING DRAWING (STRUCTURAL & MECHANICAL)

Prerequisite(s) EA701 Engineering (drawing detail).
Content Structural steel sections, physical dimensions, standard hole sizes, structural and high strength bolts, welding symbols and terminology for various elements of fillet and butt welds, shaft and housing tolerances, abutment and fillet dimensions, key and keyway sizes, draw bedplates for various motor/pump/gearbox arrangements, drawing of machine component and copy using a dye line printing process.
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA705 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS

Prerequisite(s) EA061 Engineering graphics, EA050 Engineering computing.
Content Applications software for use in design, manufacturing, marketing, simulation.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA706 FLUID MECHANICS 1

Prerequisite(s) EA002 Engineering maths A or EA008.
Content Basic properties of fluids, components, fluid statics, fluid flow, fluid power, forces developed by flowing fluids.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA708 INDUSTRIAL FLUID POWER 1

Content This module enables students to describe and carry out calculations and design associated with single linear actuator fluid power circuits.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA709 INDUSTRIAL FLUID POWER 2

Content This module enables students to carry out calculations and complete system design associated with multi-actuator fluid power circuits.
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

EA710 DIMENSIONAL METROLOGY – BASIC

Prerequisite(s) EA002 Engineering maths A, EA775 Introduction to metrology.
Content Metrology, Aust. Standards, length and angular standards, direct and indirect reading instruments.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA711 MECHANICAL DRIVE COMPONENTS

Prerequisite(s) Nil *Note:* There is significant overlap between this module and two other modules: EA762 Mechanical Equipment; EA704 Mechanical Systems
Content To describe functions, applications and significant parts of common mechanical drive components, state criteria for selection of a particular drive component, and identify relevant Australian Standards governing design of drive components,
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA714 THERMODYNAMICS 1

Prerequisite(s) EA003 Engineering Maths B.
Content To describe the basic concepts, forms and principles and perform relevant calculations with respect to thermodynamic concepts including the forms of energy available, energy transfer, its utilisation in engineering application and the principles of operation of heat engines.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA715 MECHATRONICS 1 – PROCESS MODEL

Content This module is used to provide feedback on a students mechanical design skills by allowing the opportunity to test the constructability and operability of their designs. It also provides the opportunity for construction of a system to meet a given quality standard which may be used for any of the Mechatronics modules.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA716 MECHATRONICS 2 – PLC AUTOMATION

Content This module takes the process model completed in EA715 and interfaces it with a standard industrial programmable controller including wiring and programming to achieve automation. It also encompasses the commissioning and troubleshooting requirements for the understanding of a complete operating system.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA717 HUMAN FACTORS

Content Human psychology, ergonomics.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA740 WORKSHOP PRACTICE

Content To enable students to describe the operation of fabrication and welding equipment, the associated safety hazards, and weld using welding processes involving oxygen/acetylene, manual metal arc and gas metal arc welding equipment.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA741 WORKSHOP PROCESSES (MACHINE SHOP)

Content The entry lathe, the milling machine, the grinding machine; a hands-on approach.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA760 LUBRICATION

Content This module enables students to develop the knowledge and skills required to classify and select common and special lubricants as used in industry, and to diagnose problems in lubricating systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA762 MECHANICAL EQUIPMENT

Prerequisite(s) Nil *Note:* There is significant overlap between this module and two other modules; EA711 Mechanical Drive Components; EA704 Mechanical Systems

Content Select and operate the correct item of mechanical equipment for a particular work situation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA763 VIBRATION MONITORING, CONDITION ANALYSIS & CONTROL

Prerequisite(s) NM23 Plant Condition Monitoring

Content To trend, interpret and control potentially harmful machine vibrations using knowledge of the nature and source of machine vibrations, the instruments used for vibration monitoring and condition analysis.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA772 INTRODUCTORY DYNAMICS

Prerequisite(s) EA002 Engineering maths A or EA003 Engineering maths B, EA859 Statics.

Content Linear motion, circular motion, work, energy and power, simple machines, dynamics of linear motion, dynamics of circular motion, momentum.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA773 DIMENSIONAL METROLOGY – MEASURING AND TESTING

Prerequisite(s) EA710 Dimensional metrology–basic.

Content Measuring instruments, calibration, straightness, flatness, roundness, squareness. Tapers, surface texture, limit gauging.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA775 INTRODUCTION TO METROLOGY

Prerequisite(s) EA000 Basic statistics, EA080 Engineering measurement.

Content SI systems, international agencies and treaty, Australia's national measurement system, tractability, measurement for quality, accuracy, precision, uncertainties, tolerance. Documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA780 DESIGN FOR MANUFACTURE

Prerequisite(s) EA701 Engineering (drawing detail).

Content Datums feature, functional/non-functional dimensions, detail drawings of machine components, dimensions from datums, functional surfaces on assembly drawings, dimensions between functional surfaces, dimensional chain, loop of dimension, machine drawings of devices.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

Assessment As per accredited curriculum

EA790 MANUFACTURING PROCESSES

Content Casting, forging, extrusion, pressworking, powder metallurgy, automatic lathes, economics of applications, grinders; CNC machines; Metal cutting

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA803 CIVIL MATERIAL – SOILS A

Content Detailed and thorough qualitative understanding of the behaviour of Engineering soils, by the use of practical activities and tests (rather than the study of the various numerical analyses associated with soil mechanics). Thus the performance of standard tests, the physical handling of a variety of soils and the viewing of photographs and other media should be maximised in order to promote an understanding of the physical implications of the various concepts.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA804 INTRODUCTORY STRENGTH OF MATERIALS

Content To enable student to define terms concerned with the mechanical properties of materials as they relate to problems of strength and stability in structures and mechanical components, and to determine values for these terms, using appropriate formulae and diagrams.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA805 LOAD ANALYSIS

Prerequisite(s) EA804 Introductory Strength of Materials

Content Calculate different kinds of loading on structural elements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA810 DRAFTING PIPELINES

Prerequisite(s) EA861 Surveying Measurement; EA813 Drafting Roads 1 (Rural); NM06 CAD A.

Content Prepare drawings for sewerage, water and stormwater drainage pipelines and reticulation networks, in accordance with the practices outlined in AS1100.401.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA812 DRAFTING REINFORCED CONCRETE 1

Content Interpretation and use of Concrete Structures Code AS-3600, Residential Reinforced Concrete Footings Code AS-2807.1, CIA Reinforced Concrete Detailing Manual and current local practice in placement of reinforcement; Plans, sections, views and details; Labelling and dimensioning of reinforcement; Display of bars and fabric; Bar schedules and steel quantities; Determination of splice and anchorage lengths; Detailing expansion and construction joints.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA813 DRAFTING ROADS 1

Content Plotting from survey data; Symbols, terminology, linework and lettering; Plotting horizontal alignment, vertical alignment and cross sections; Calculation of earthwork quantities; Plotting haulage diagrams.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA814 DRAFTING ROADS 2 URBAN

Prerequisite(s) EA861 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural); NM06 CAD A

Content To produce drawings required in the construction of urban roads, to the standards of AS1100.401 and 'AUSROADS' publications: "Policy for the Geometrical Design of Rural Roads" and "Guide for the Design of Intersections at Grade".

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA815 DRAFTING STEELWORK 1

Content Interpretation and use of Steel Sections Handbook; Drafting structural steel line diagrams; Draw, label and dimension structural steel connections; Detailing base plates, column/bearer and beam/bearer joints, trusses, gusset plates, girts, purlins and bracing; Specification of protective coatings; calculation of member lengths; Member marking system.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA817 RADIOGRAPHIC INTERPRETATION

Content To provide the theoretical knowledge and practical experience necessary to carry out simple interpretation of sample films.

Nominal Hours 20 Hours; 2pts

Assessment As per accredited curriculum

EA818 WELD INSPECTION PRACTICES

Prerequisite(s) NF16, NF75, NF76.

Content To enable the student to perform the duties of a certified inspector for welded fabrications, in accordance with the relevant Australian standards.

Nominal Hours 60 Hours; 6pts

Assessment As per accredited curriculum

EA819 WELD PROCEDURE DEVELOPMENT

Content Weld procedure development

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA820 SURVEY MEASUREMENT 2

Content Three dimensional survey control using total station (or theodolite and EDM); Radiations in three dimensions using total station (or theodolite and EDM); Construction site levelling and detail; Survey using automatic level tachemetry; Mapping of engineering/construction sites.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA821 WELD PROCESSES

Prerequisite(s) NBB09.

Content To enable the student to describe the basic principles of arc welding and the selection of welding processes for specific purposes, and to select an appropriate welding process, including mechanised, automated and robotic welding.

Nominal Hours 20 Hours; 2pts

Assessment As per accredited curriculum

EA822 BOILERS AND PRESSURE VESSEL CODES

Prerequisite(s) NF75, NF76.

Content To enable student to interpret rules set out in the Australian Standards for the construction, repair and installation of welded boilers and pressure vessels.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA823 WELDING TECHNOLOGY 1

Prerequisite(s) NF16, NBB10.

Content To enable students to describe the range of welding processes and considerations, to appropriate national and international codes and specification, applicable to welding technology involved in the production of welded fabrication, and to adjust and operate arc welding systems, to check preparations of materials prior to assembly and to check weldments for compliance.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA850 CIVIL CONSTRUCTION TECHNIQUES A

Content Describe the construction processes and equipment employed in earthworks and pipe works, and to describe the distinguishing features of common civil engineering structures.

Nominal Hours 20-40 Hours

Assessment As per accredited curriculum

EA851 CIVIL CONSTRUCTION TECHNIQUES B

Prerequisite(s) EA850 Civil Construction Techniques A

Content To describe and sketch where appropriate, the people, plant equipment and processes employed in the building and civil construction industry, including identification of the various materials used in the construction process.

Nominal Hours 20-40 Hours

Assessment As per accredited curriculum

EA853 FABRICATION – STRUCTURAL STEEL

Prerequisite(s) NBB09, NBB10.

Content To enable student to describe material and processes used in Structural Steel Fabrication, with emphasis on quality, safety and economical procedures.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EA854 GEOSCIENCE GEOLOGY

Content Geological study; Structure of the earth and its components; Major minerals; Exploration; Engineering uses of minerals; Major types of rocks; Mechanical properties and engineering uses; structural deformation of rocks and minerals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA855 HYDRAULIC MECHANICS

Content Principles of fluid statics; Pascal's Law; Hydrostatic pressures on submerged surfaces; Fluid flow; Reynolds Number; Continuity flow equation; Energy of a flowing liquid; Bernoulli Equation; Hydraulic grade line and total energy line; Fluid dynamic forces; Momentum equation; Forces exerted by a jet.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA856 INTRODUCTION TO ROAD ENGINEERING

Content Civil Engineering; The role of the Associate in the field of civil engineering; Elements and components of flexible pavements, rigid pavements and semi rigid pavements, urban roads and rural roads; Stages of construction; Selection of mechanical plant in the construction of roads; Earth retaining structures; Bridges.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA852 ENGINEERING HYDROLOGY

Content Describe basic practices, concepts and terminology in engineering hydrology and modern electronic telemetry, use relevant dates and tools including the computer "tool", and design specific hydraulic structures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA852 ENGINEERING HYDROLOGY

Content Describe basic practices, concepts and terminology in engineering hydrology and modern electronic telemetry, use relevant dates and tools including the computer "tool", and design specific hydraulic structures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA857 PIPE AND CHANNEL FLOW

Prerequisite(s) EA855 Hydraulic Mechanics

Content Describe the nature of hydraulic flow and apply basic mathematical principles in developing and manipulation pipe and channel flow formulae, using tables, charts and nomograms.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EA858 SITE INVESTIGATION

Prerequisite(s) EA032 Writing Technical Documents

Content Carry out a site investigation in accordance with AS1726.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA859 STATICS

Content Force and gravity, equilibrium of concurrent coplanar forces, moment and torque, equilibrium on non-concurrent coplanar forces, friction, couples, forces in frames.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

EA860 SURVEY COMPUTATIONS

Content Reduction and calculation of survey field data; Determination of horizontal and vertical coordinates of feature points; Closed and open traverse calculations; Relative position and orientation of features; Detection of error; Precision of observed and calculated quantities through statistical procedures; Direct and iterative calculation procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA861 SURVEY MEASUREMENT 1

Content Surveying fundamentals; Reconnaissance of construction/engineering sites; Detail measurement on a construction/engineering site; Third order levelling.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA862 WELD TESTING AND INSPECTION

Content Weld testing and inspection

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA868 CIVIL MATERIALS CONCRETE

Prerequisite(s) EA032 Writing Technical Documents
Content Design concrete mixes, carry out laboratory tests on concrete materials and concrete to Australian Standards, AS114, AS2578.1 and AS2350

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA904 CONTROL CONCEPTS

Content Initial training in industrial/process controls to enable them to assess and select measurement and control system components, to perform dimensional calculations, to use appropriate terminology and to use instrumentation and controls.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA927 ELECTRONIC SWITCHING

Content An introduction to the operating modes of BJT, FET and MOSFET devices; Relay characteristics; The relationships of operating modes to industrial control circuits and modules; Voltage level shifting circuits and their applications; The 4-20mA current loop; Specialty interfacing IC'S

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA929 SCADA SYSTEMS

Prerequisite(s) EA160 Advanced PLC OR EA904 Control Concepts; AND EA903 Industrial Computer Systems

Content An overview of SCADA (Supervisory Control and Data Acquisition) packages and systems, describe the features and functionality of packages; discuss the applications of SCADA and the process of implementing SCADA systems

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB022 DEVELOPING INSTRUCTIONAL MATERIALS

Content This module aims to provide the participant with the necessary knowledge, skills, attitudes and attributes needed to design, develop, implement and evaluate instructional materials to support training in the workplace.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EB030 ADVANCED QUALITY CONCEPTS

Content Quality and reliability; The effect on productivity, competitiveness and standard of living; Customer satisfaction; Principles of Total Quality Management; Case studies; the application of TQM to a simple industrial situation.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EB031 QUALITY MANAGEMENT

Content To enable student to describe the principles and techniques of Quality Management applicable to manufacturing situations.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EB040 QUALITY CONTROL AND COMPUTING

Prerequisite(s) EA050 Engineering computing.

Content Computerized manual development, quality manuals, procedure manuals, computer systems, process control data, statistical inputting, control data analysis, compute control.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EB041 QUALITY MANUAL DEVELOPMENT WRITING

Prerequisite(s) EA040 Occupational Health and Safety.

Content Quality manual planning, development, writing, Interoperation of AS3902.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EB050 ENGINEERING PROJECT

Content To enable student to proceed form a client's brief to the preparation of design and development briefs, engineering solutions, design and detail drawings, written reports of tasks, processes and design outcomes, and the oral presentation of technical information.

Nominal Hours 80 Hours; 8pts

Assessment As per accredited curriculum

EB060 MANAGING CAD SYSTEMS

Prerequisite(s) EA066 Computer aided drafting C.

Content Computer hardware components, peripheral devices, software compatibility, configure CAD systems; Application and integration of LAN; Consumables for CAD systems, CAD office management procedures and requirements, set system variables and assign layers to utilize the capabilities of a CAD system to an industrial application.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB061 MANAGING CAD UTILITIES

Prerequisite(s) EA066 CAD C

Content Coordinate CAD operations and to apply extended customisation techniques to CAD operations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB070 ENGINEERING MANAGEMENT

Content Analyse management/supervisory situations in case studies with engineering organization, including possible problem solving strategies, leadership styles, staff selection procedures and factors affecting employment conditions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB071 PROJECT MANAGEMENT

Prerequisite(s) EB040 Occupational Health and Safety for Supervisors

Content Describe the principles and concepts of project management, as related to a specific project or process, including typical documents required and procedures associated with commissioning and finishing a project and to draw up a Critical Path Method network for this project or process.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB072 CRITICAL PATH AND PROJECT ANALYSIS

Content Implement production control for personnel in the construction industry, by producing production schedules and critical paths, and identifying means of monitoring activities and applying corrective measures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB073 PROJECT PLANNING

Content To provide the means of producing a production control bar chart schedule to enable efficient monitoring of a project.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB076 INTRODUCTION ENVIRONMENT MANAGEMENT

Content Introduction environment management

Nominal Hours 60 Hours

Assessment As per accredited curriculum

EB078 IMPROVING WORKPLACE PERFORMANCE

Content The new workplace culture, skills development, flexible work practices, measuring and rewarding performances.

Nominal Hours 60 Hours; 6pts

Assessment As per accredited curriculum

EB079 INTRODUCTION TO MARKETING

Content The marketing concept and process, the marketplace, product planning and development, pricing, distribution, promotion.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

EB122 COMPUTER GRAPHICS

Prerequisite(s) NM06 Computer aided drafting A.

Content Graphics hardware, software, principles. Programming tools, computer animation. Graphics applications design.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB123 COMPUTER SYSTEMS MANAGEMENT

Content Installation practices/requirements, operational and administrative aspects of computer systems, and data security techniques and procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB160 PROGRAMMABLE LOGIC CONTROL SYSTEMS (PLC) APPLICATIONS

Content The aim of this module is to provide students with an overview of advanced PLC system applications and to describe the features and functions of PID closed loop control, specialist instruction set, alternate programming styles and communications.

Nominal Hours 40-80 Hours

Assessment As per accredited curriculum

EB504 MATERIAL HANDLING SYSTEM DESIGNS 1

Content To enable student to state the concepts, equipment types and purpose associated with materials handling equipment, and, when designing the handling system, the selection and integration of the equipment.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EB507 PRODUCTION PLANNING AND CONTROL – CHARTING TECHNIQUES

Prerequisite(s) EA501 Production planning and control – main functions.

Content Production control and charting, machine loading, Gantt charts. Production programming. Network analysis. CPM. PERT. Production process matrix. Cost benefits.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EB508 PRODUCTION PLANNING AND CONTROL – ESTIMATING AND PLANNING TECHNIQUES

Prerequisite(s) EB507 Production planning and control – charting techniques.

Content Manufacturing Resource Planning, Master production scheduling, Materials planning, Capacity planning, Just in Time, Total quality control, Set up time, Scheduling.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB509 PRODUCTION PLANNING AND CONTROL – FORECASTING

Prerequisite(s) EB508 Production planning and control – estimating and planning techniques.

Content Forecasting in sales and production planning, Data sources, Computer applications to forecasting, Estimating, budget control, Capacity management and analysis, Resource planning, Computer modelling and simulation, Quality assurance, planning, monitoring techniques, Use of electronic media services.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB520 STATISTICAL QUALITY CONTROL 1

Prerequisite(s) EA000 Basic statistics.

Content Manufacturing process and its control, data collection and presentation, process modelling, process capability, control charts, use of computer software.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB521 STATISTICAL QUALITY CONTROL 2

Prerequisite(s) EA000 Basic statistics.

Content Sampling plans, probability distributions, use of AS 1199 and AS 1399, Attribute sampling plans.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB650 MATERIAL FOR ENGINEERING

Prerequisite(s) EA010 Material Science.

Content To enable students to identify and describe the structure, properties and specification of metals and non-metals, to specify materials and heat treatment processes for engineering applications and to describe common failures of engineering materials.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EB676 METAL JOINING PROCESSES

Prerequisite(s) NBB09.

Content To enable student to describe weld, brazing and soldering processes used in industry, the knowledge of which is required in selection and quality control procedures.

Nominal Hours 20 Hours; 2pts

Assessment As per accredited curriculum

EB701 ADVANCED MACHINE DESIGN

Prerequisite(s) EB771 Advanced dynamics, EA001 Calculus, EB703 Machine design, EA780 Design for manufacture.

Content Stress, Design factors, Circular and Non-circular shaft systems, theory of parts, Theory of brakes and clutches, theory of gear drives, Fatigue failure analysis, Couplers, Shook, Fatigue and Stress raiser analysis.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB702 DYNAMICS OF INDUSTRIAL MACHINES

Prerequisite(s) EA001 Calculus, EB771 Advanced dynamics.

Content Simple harmonic motion, free vibration, forced vibration, damped vibration, balancing and static balance measurement, vibration measurement, static balance apparatus, vector analysis of velocity and acceleration of mechanisms, simple and compound gears, epicyclic gears.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB703 MACHINE DESIGN

Prerequisite(s) EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.

Content Drive shaft materials, tensile, shear and bending straight, fatigue stress raisers and endurance, rigid couplings, flexible couplings, gear drives, electric motors, reducers.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB704 MECHANICAL DESIGN

Prerequisite(s) EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.

Content Levers, keys and springs, couplings, journal bearings, rolling contact bearings, bolted and welded connections, helical springs, translation screws.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB705 PROJECT MECHANICAL DESIGN SYNTHESIS

Prerequisite(s) EB703 Machine design or EB704 Mechanical design, EA703 Engineering drawing (structural).

Content Tender documents and contracting, engineering project specifications, client interaction (interpersonal skills), assessment of client need, report writing, preliminary design sketches, preliminary design calculations, general arrangement drawing component design, detailed drawings, final report, oral presentation to peers.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

EB709 MECHATRONICS 4 – ANALOG AUTOMATION

Content This module takes the process model completed in EA715, connects and conditions the sensors and actuators and then automates it. The module adds at least 2 analog inputs and 1 analog output and using a PC interface or PLC and carry out an arithmetic calculation which conditions the output dependent upon the input/s.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

EB711 THERMODYNAMICS 2

Content Heat transfer methods, mechanisms of combustion, fuel, characteristics, steam properties and energy transfer, principles of refrigeration and heat pump systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB712 PLANT LAYOUT

Prerequisite(s) EA790 Manufacturing processes, EA741 Workshop processes (machine shop), EA740 Workshop practice.

Content This module aims to provide the student with the basic skills necessary to design a plant layout taking into account the economic use of the associated materials handling and storage procedures.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EB714 ELECTRO-FLUID CONTROL SYSTEMS

Prerequisite(s) NBB08 Electrical Fundamentals; EA709 Industrial Fluid Power 2; or NM31 Pneumatics 1 and NM32 Hydraulics 1

Content To interpret, design and draw/construct electric and fluid power circuit diagrams, using standard symbols, for Pneumatic and Hydraulic circuits, and incorporate simple circuits with proportional valves.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB720 FLUID MECHANICS 2

Prerequisite(s) EB706 Fluid Mechanics 1

Content To calculate the fluid flow and head loss in pipes and through open channels, determine operational aspects of a pump in a system and describe the basic types of fluid machinery.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB722 COMPUTER BASED MODELLING DESIGN AND DRAFTING

Prerequisite(s) EB123.

Content Overview of different types of 3 dimensional computer aided modelling techniques. Applications software for design, manufacturing, marketing, simulation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB723 FLUID POWER (SYSTEMS CONCEPTS)

Content This module aims to allow the students to produce a feasibility study for a fluid power system using a combination of hydraulic; pneumatic and PLC/electric/electronic areas of study.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB724 FLUID POWER (COMPONENT SELECTION AND TESTING)

Content This module aims to select correct components for design, involving sizing and correct design specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB725 FLUID POWER (COMPONENT TESTING & SYSTEM/SPACE ANALYSIS)

Content This module aims to develop a theory of analysis of trouble shooting and apply the theory to practical component testing and system problem solving.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB755 FLUID POWER SYSTEMS PROJECT

Prerequisite(s) EB714 Electro-Fluid Control systems; EB904 Control Concepts

Content To combine previous Fluid Power and Mechatronics systems knowledge and skills by designing, constructing and commissioning a Fluid Power Systems Project to given criteria.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

EB770 ROBOTICS 2

Prerequisite(s) NM14 Robotics.

Content Select robots to meet industry requirements, interphase robots to peripherals, fault diagnosis, maintenance, machine interfacing.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB771 ADVANCED DYNAMICS

Prerequisite(s) EA772 Introductory dynamics.

Content Friction, Centrifugal Force, Balancing, Mechanical Vibrations, Impulses, Momentum and Impact, Systems of Bodies in Motion.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB785 DIMENSIONAL METROLOGY – ADVANCED TECHNIQUES

Prerequisite(s) EA710 Dimensional metrology–basic, EA773 Dimensional metrology – measuring and testing.

Content Calculations, thermal influences, gauge blocks, angle measurement, indirect measurement, optical projectors.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB786 DIMENSIONAL METROLOGY – COMPLEX FORMS

Prerequisite(s) EA775 Introduction to metrology, EA710 Dimensional metrology–basic, EA773 Dimensional metrology – measuring and testing.

Content Measurement of screw threads, spur gears, cam profiles.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB830 REINFORCED CONCRETE DESIGN 1

Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA805 Load Analysis; EA832 Beam and Column Analysis

Content Carry out the analysis and design of flexural reinforced concrete members from first principles, using appropriate design aids.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB831 REINFORCED CONCRETE DESIGN 2

Prerequisite(s) EB830 Reinforced Concrete Design 1

Content Carry out the analysis and design of flexural reinforced concrete members, including beams, one and two-way slabs, footings and columns.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB832 BEAM AND COLUMN ANALYSIS

Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA805 Load Analysis

Content To perform analysis of beam and column structures involving calculation of such features as strengths, forces, distribution of moments.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB833 ADVANCED JOINING TECHNIQUES

Prerequisite(s) EB840 Advanced strength of materials, EA010 Material Science, EB650 Material for engineering, EB835.

Content To enable student to describe process and requirements for welded joint design, to select suitable structural steels and alloys for welded connections.

Nominal Hours 40 hours; 4pts

Assessment As per accredited curriculum

EB834 WELDED JOINT DESIGN

Prerequisite(s) EB840 Advanced strength of materials, EA010 Material Science, EB650 Material for engineering, EB835.

Content To enable students to describe processes and requirements for welded joint design, to select suitable structural steels and alloys for welded connections and to be able to perform routine calculations in the design of welded joints.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EB836 WELDING TECHNOLOGY 2

Content This module aims to build on the knowledge and skills gained in Welding Technology 1 and to further the knowledge and understating of the welding techniques and processes associated with the application of welding technology for the production of welded fabrications and productions using a wide range of welding processes.

Nominal Hours 40 Hours; 4pts

Assessment As per accredited curriculum

EB840 ADVANCED STRENGTH OF MATERIALS

Prerequisite(s) EA804 Introductory strength of materials.

Content Stress and Strain, Strain Energy, Bending and Shear in Beams, Combined Stresses, Buckling of Columns, Beam Deflection, Combined axial and Bending Stresses. Johnson or Euler formulae, Deflections, Impact loading.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB850 CIVIL ESTIMATING

Prerequisite(s) EA071 Planning, Estimating and Costing; EA850 Civil Construction Techniques A

Content Ability to interpret civil engineering drawing and specification so as to calculate quantity of civil works, determine production rates, determine resource costs, produce direct cost estimates and major items, and produce total job tender price.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB851 ENVIRONMENTAL ENGINEERING

Prerequisite(s) EA852 Engineering Hydrology; EA851 Civil Construction Techniques B; EA856 Introduction to Road Engineering

Content Describe the major components of the Earth's environment and its pollution problems, the methods used for monitoring the environment, the principles for restoration programs, and undertake an environmental case study.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB852 FOUNDATIONS 1

Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA803 Civil Materials (Soils); EA858 Site Investigation

Content Analyse and design residential slabs and footings, shallow footings in general and retaining structures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB853 FOUNDATIONS 2

Prerequisite(s) EB852 Foundations 1

Content To select the most appropriate pile for a project and describe a number of underpinning methods and their applications, based on the fundamental principles and concepts applied to retaining walls slopes, embankments and trenches.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

EB854 STORMWATER DRAINAGE

Prerequisite(s) EA852 Engineering Hydrology; EA855 Hydraulic Mechanics; EA857 Pipe and Channel Flow

Content Design an underground piped drainage system for a small urban development using a simplified procedure based on the principles outlined in the Australian Institute of Engineers publication "Australian Rainfall and Runoff" 1987 and design a minor culvert for a rural road based on procedures outlined in VicRoad "Road Design Manual" Chapter Six.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB855 STRUCTURAL STEEL DESIGN 1

Content AS4100 limit State Design, tension members, frames, welded plate girders, members in bending and tension, purlins and girts.

Nominal Hours 40-60 Hours

Assessment As per accredited curriculum

EB856 STRUCTURAL TIMBER DESIGN

Prerequisite(s) EA804 Introductory Strength of Materials; EA805 Load Analysis; EA859 Statics; EA832 Beam and Column Analysis

Content Interpret Australian Standards and design simple timber structures.

Nominal Hours 20-40 Hours

Assessment As per accredited curriculum

EB858 WASTE-WATER ENGINEERING

Prerequisite(s) EA855 Hydraulic Mechanics; EA857 Pipe & Channel Flow; EA810 Drafting-Pipelines

Content Apply Local Authority guidelines in the design of a sewerage reticulation system, and to investigate the principles of sewage treatment and thence proportion the elements of a small plant.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB859 WATER ENGINEERING

Prerequisite(s) EA855 Hydraulic Mechanics; EA857 pipe and Channel Flow

Content Apply the principles of hydraulic mechanics to domestic water supply and irrigation design, to use tables, charts, nomograms and formulae in these areas and to design a complete irrigation system using a "flood" method.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB860 GEOMETRIC ROAD DESIGN

Prerequisite(s) EA856 Introduction to Road Engineering; EA860 Surveying Computations; EA861 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural)

Content Skills necessary to design and calculate the geometry of both rural and urban roads.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB861 MINOR CIVIL ENGINEERING PROJECTS A**EB862 MINOR CIVIL ENGINEERING PROJECTS B****EB863 MINOR CIVIL ENGINEERING PROJECTS C****EB864 MINOR CIVIL ENGINEERING PROJECTS D**

Content Topics: Roads; Water Supply; Sewerage; Drainage; Irrigation; Concrete; Steel; Timber

Fabrication or any relevant Civil Engineering or Construction

Nominal Hours 20 Hours each

Assessment As per accredited curriculum

EB865 MUNICIPAL DESIGN

Prerequisite(s) EB870 Engineering Surveying 1

Content Working knowledge of Local Government's engineering services and responsibilities, and the planning process with particular reference to subdivision development. Further, it aims to give a competence in the design of an urban, residential subdivision, excluding stormwater drainage, sewerage and water supply which are covered by other modules (EB854, EA858, EA859).

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB866 PAVEMENT DESIGN

Prerequisite(s) EA002 Engineering Maths A; EA032 Writing Technical Documents (NCS017); EA803 Civil Materials Soils A.

Content Knowledge and skill necessary to determine and select the most economical pavement thickness and composition which will provide a satisfactory level of service for the anticipated traffic using procedures outlined in Pavement Design Manual by AUSTRROADS or using procedures based on AUSTRROADS but with results from research and investigation which relate specifically to local conditions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB869 LAND INFORMATION SYSTEMS

Prerequisite(s) EA061 Engineering Graphics; EA050 Engineering Computing; EA032 Writing Technical Documents

Content Basic concepts and applications of land information systems

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB870 ENGINEERING SURVEYING 1

Prerequisite(s) EA820 Surveying Measurements 2

Content Opportunity to develop the skills and knowledge to determine the locations of engineering/construction elements from surveying and design information and accurately set out these elements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB872 FRAME ANALYSIS

Prerequisite(s) EB805 Load Analysis; EB832 Beam and Column Analysis

Content Knowledge and understanding of the fundamental principles, concepts and calculation skills necessary in the analysis of two dimensional and three dimensional frames as well as providing hands on experience with sophisticated frame analysis computer software packages.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB874 STRUCTURAL STEEL DESIGN 2

Prerequisite(s) EB855 Structural Steel Design 1

Content Knowledge, understanding and training in the fundamental principles, concepts and AS4100 – 1990 Steel Structures Code requirements in the analysis and design of simple structural steelwork members.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB875 DRAFTING REINFORCED CONCRETE 2

Prerequisite(s) EA812 Drafting Reinforced Concrete 1

Content Knowledge and skills necessary to prepare typical reinforced concrete drawings, in accordance with accepted practice as outlined in AS1100.501 and AS 3600.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB878 CIVIL ENGINEERING COMPUTER APPLICATIONS

Prerequisite(s) Topics: structural Engineering Programs; Civil Engineering Programs; Computer Aided Design Programs; Project Management Software; Finite Element Analysis and Design Software; Spreadsheet and Database Software.

Content Demonstrate an integration of knowledge and skills acquired through earlier study and work experience. Able to perform designs using a variety of appropriate civil engineering computer software applications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ED009 INSTALLATION AND COMMISSIONING

Content The design construction process, construction documentation, legal records, construction safety, tenders and supply evaluation, maintenance systems, planning, plant installation, plant commissioning, Mechanical Services specifications and contract documents.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ED012 APPLIED MECHANICS 3A

Prerequisite(s) EB703 Machine design, EB704 Mechanical design, EB771 Advanced dynamics, EB855 Structural steel design 1.

Content Beam/Column theory, arterial section, linear and rotational inertia, power transmission, variable speed drives, design techniques.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ED013 APPLIED MECHANICS 3B

Prerequisite(s) ED012 Applied mechanics 3A.

Content Machine frames, machines and mechanism, balancing of reciprocating masses, rotational speed control and variation, pressure vessels, strain gauges.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ED014 CADD SYSTEMS ENGINEERING**Prerequisite(s)** ED067 or ED041.**Content** CADD software and hardware considerations, operating systems, CADD software installation, CADD system management, symbol orbiters, command menu, tablet and keyboard customizing parameterized details, CADD system high level language prophesies and graphics, conversion of graphics files to text and modifications for interfacing with other software packages or high level language routines.**Nominal Hours** 60 Hours**Assessment** As per accredited curriculum**ED015 FLEXIBLE MANUFACTURING SYSTEMS (FMS) DESIGNS****Content** Flexible manufacturing systems (FMS) designs**Nominal Hours** 8-80 Hours**Assessment** As per accredited curriculum**ED016 INTERCHANGEABLE MANUFACTURE****Prerequisite(s)** EA775 Introduction to metrology, EA710 Dimensional metrology–basic, EA701 Engineering (drawing detail).**Content** Interchangeability, dimensioning of lengths and diameters, selected fits, measurement/checking of lengths and diameters, geometry tolerance, screw thread, surface texture, adaptive control, importation – jig/ fixture design.**Nominal Hours** 80 Hours; 8pts**Assessment** As per accredited curriculum**ED023 HISTORY AND IMPACT OF TECHNOLOGICAL CHANGE****Content** History and impact of technological change**Nominal Hours** 4-40 Hours**Assessment** As per accredited curriculum**ED031 QUALITY MANAGEMENT****Content** Quality management**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**ED043 TOTAL QUALITY MANAGEMENT (TQM)****Content** TQM terminology and concepts, organisational requirements, Australian and International Standards, team management, group problem solving techniques, implementing TQM.**Nominal Hours** 60 Hours**Assessment** As per accredited curriculum**ED046 RESEARCH PROJECT A****Content** This module is a research-based activity where scope for selection of an appropriate topic is available. The module is compulsory.**Nominal Hours** 40 Hours; 4pts**Assessment** As per accredited curriculum**ED049 ADVANCED ENGINEERING MATHS A****Prerequisite(s)** EA002 Engineering maths A, EA003 Engineering maths B.**Content** Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.**Nominal Hours** 40-60 Hours**Assessment** As per accredited curriculum**ED050 ADVANCED ENGINEERING MATHS B****Prerequisite(s)** EA002 Engineering maths A, EA003 Engineering maths B.**Content** Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.**Nominal Hours** 40-60 Hours**Assessment** As per accredited curriculum**ED053 INTRODUCTION TO ENVIRONMENTAL MANAGEMENT****Content** Key areas of environmental concern for the planet, Australia and industry legislation, regulations and issues related to enterprises, management processes.**Nominal Hours** 60 Hours**Assessment** As per accredited curriculum**ED054 COMPUTER APPLICATIONS****Prerequisite(s)** EA050 Engineering computing.**Content** Spreadsheets and graphics, database software packages.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**ED058 INTRODUCTION TO FINANCIAL MANAGEMENT****Content** The accounting process, financial reports, budgeting, overheads, breakeven analysis, sources of business finance, credit control, capital equipment financing.**Nominal Hours** 60 Hours**Assessment** As per accredited curriculum**EPC173 FUNCTIONAL MATHEMATICS****Content** The purpose of this module is to develop the knowledge and skills to perform workplace mathematical calculations.**Nominal Hours** 20-40 Hours**Assessment** As per accredited curriculum**FDFCORCOM1A COMMUNICATION IN THE WORKPLACE****Content** Exchange verbal information; Locate and use workplace information; Record routine workplace information.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum**FDFCORCOM2A COLLECT, PRESENT AND APPLY WORKPLACE INFORMATION****Content** Select and present verbal information; Use and maintain workplace information.**Nominal Hours** 30 Hours**Assessment** As per accredited curriculum**FDFCORCOM3A ANALYSE AND CONVEY WORKPLACE INFORMATION****Content** Manage information; Analyse information; Present information.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**FDFCORHS2A IMPLEMENT OCCUPATIONAL HEALTH AND SAFETY SYSTEMS AND PROCEDURES****Content** Identify, control and report OHS hazards; Conduct work safely; Follow emergency response procedures.**Nominal Hours** 40 Hours

Assessment As per accredited curriculum

FDRCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Content Ensure others in the work area are able to implement safe work practices; Monitor observance of safe work practices in the work area; Implement emergency procedures to respond to a hazardous event; Maintain and improve health and safety in the work area.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FDRCORFS1A APPLY BASIC FOOD SAFETY PRACTICES

Content Conduct self within hygiene standards; Handle product hygienically; Maintain work area in clean and orderly state.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

FDRCORFS2A IMPLEMENT THE FOOD SAFETY PLAN

Content Monitor food safety in work area or sub-system; Contribute to continuous improvement.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FDRCORFS3A MONITOR THE IMPLEMENTATION OF THE FOOD SAFETY PLAN

Content Monitor the implementation of the food safety plan; Respond to occurrences of non-compliance; Contribute to continuous improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FDRCORNUM1A APPLY BASIC MATHEMATICAL CONCEPTS

Content Estimate routine workplace measures; Calculate routine workplace measures; Record routine workplace data.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

FDRCOROHS1A APPLY SAFE WORK PROCEDURES

Content Conduct work safely; Identify, control and report OHS hazards; Follow emergency procedures.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FDRCOROHS2A IMPLEMENT OH&S PRINCIPLES AND PROCEDURES

Content Follow safe work procedures relating to own work; Contribute to continuous improvement in OHS practice; Follow emergency procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FDRCOROHS3A MONITOR THE IMPLEMENTATION OF OH&S

Content Monitor the implementation of safe work practices and procedures; Contribute to continuous improvement; Respond to hazardous events and emergency situations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FDRCORQA1A APPLY BASIC QUALITY ASSURANCE PRACTICES

Content Monitor quality of own work; Conduct routine inspections.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

FDRCORQA2A IMPLEMENT THE QUALITY SYSTEM

Content Monitor quality in work area or sub-system; Contribute to continuous improvement.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FDRCORQA3A MONITOR THE IMPLEMENTATION OF THE QUALITY SYSTEM

Content Monitor the implementation of the quality system; Respond to hazardous situations; Contribute to continuous improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FDRCORQFS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Content Monitor quality of work outcome; Participate in maintaining and improving quality at work.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

FDRCORWCM2A PRESENT AND APPLY WORKPLACE INFORMATION

Content Present information to suit workplace and audience requirements; Respond to information requests; Use and maintain workplace information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FNAARFS22A DEVELOP FINANCIAL MODEL / PRODUCT

Content Identify requirements for model / product; Prepare and test scenarios; Follow up on model / product.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNACRM06B FACILITATE COMPLIANCE WITH STATUTORY LEGISLATIVE AND LEGAL REQUIREMENTS

Content Educate staff in statutory, legislative and legal requirements; Maintain appropriate records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

FNACRM07B ESTABLISH SECURITIES TO MINIMISE RISK

Content Explain reasons and options for security; Negotiate suitable security and conditions; Establish agreed security and conditions.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

FNAMERC03B SERVE LEGAL PROCESS

Content Plan and prepare procedures; Serve documents; Prepare affidavit of service or non-service.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FNARFS14A DELIVER A SERVICE TO CUSTOMERS

Content Electronic business communications; Negotiation skills; Conflict resolution; Customer interaction; Organization and time management skills; Developing client relations; Business correspondence.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

FNBACC01B PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION

Content Sources of finance; capital budgeting; ratios, rates and analysis of financial statements; working capital management; cost of capital; preparation and distribution of management reports.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC02B PREPARE INCOME TAX RETURNS

Content Gather and verify data; Calculate taxable income; Review compliance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC03B MANAGE BUDGETS AND FORECASTS

Content Prepare budgets; Forecast estimates; Document budget; Monitor budget outcomes.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FNBACC04B PREPARE FINANCIAL REPORTS FOR A REPORTING ENTITY

Content Compile data; Prepare reports.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC06B IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES

Content Review corporate governance requirements; Implement operating procedures; Monitor policy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FNBACC07B PREPARE COMPLEX TAX RETURNS

Content Returns and assessments; tax collection for companies; capital gains tax; superannuation funds; tax collections for companies and superannuation funds; electronic lodgement of tax.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC09B AUDIT AND REPORT ON FINANCIAL SYSTEMS & RECORDS

Content Statutory rules and liability of external auditors; compliance and substantive testing; audit programs; sampling; materiality and audit risk; management letters; audit reports; subsequent events.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FNBACC10B EVALUATE TAX COMPLIANCE

Content Tax planning and tax avoidance; payment and recovery of tax; objections, penalties and reviews; penalty tax and prosecution; tax scheduling.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC11B MONITOR CORPORATE GOVERNANCE

Content Corporate governance standards, practices and compliance; legal capacity of corporate structures; Constitution and Replaceable Rules; powers and status of corporate structures; membership and share capital; capital raising; accounts, registers and returns; duties of officers; meetings, remedies of members; external administration; corporate takeovers.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC15B EVALUATE ORGANISATION'S FINANCIAL PERFORMANCE

Content Methods of raising equity capital; portfolio development and management; investment strategies and market influences; valuing shares and goodwill; financial management models in relation to investment and dividend decisions.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC16B EVALUATE FINANCIAL RISK

Content Risk management; credit management principles; options, futures, and forward and spot markets.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC17B DEVELOP AND IMPLEMENT FINANCIAL STRATEGIES

Content Microeconomic principles; macroeconomic principles.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC21A SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM

Content Implement an integrated accounting system; Process transactions within the system; Maintain the system; Produce reports; Ensure system integrity.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

FNBACC22A PROCESS BUSINESS TAX OBLIGATIONS

Content Maintain accounting records for tax purposes; establish and maintain a process for managing business tax returns; process business tax returns and lodgements.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FNBACC27A PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION

Content Activity based costing; process costing; operations costing; joint and by-products; standard costing; factory management techniques.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC28A PREPARE COMPLEX CORPORATE FINANCIAL REPORTS

Content Tax-effect accounting; consolidations; accounting for leases; compliance with Australian Accounting Standards.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC29A MAKE DECISIONS WITHIN A LEGAL CONTEXT

Content Functions of courts and regulatory bodies; Business structures; Negligence; Employment law; Consumer protection; consumer credit legislation; contract law; agency law; bankruptcy law.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBACC30A PROVIDE MANAGEMENT ACCOUNTING INFORMATION

Content Gather and record operating and cost data; Analyse data; Prepare budgeted reports; Review costing system integrity.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBASC01A ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS

Content Establish relationship with client; Identify clients objectives, needs and financial situation; Analyse client objective, needs, financial situation and risk profile.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FNBASC02A DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS

Content Develop appropriate strategies and solutions; Present appropriate strategies and solutions to the client; Negotiate financial plan / policy / transaction with client; Co-ordinate implementation of agreed plan/policy/transaction; Complete and maintain necessary documentation; Provide on going service where requested by client.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FNBASX01A DETERMINE CLIENT REQUIREMENTS AND EXPECTATIONS

Content Develop an awareness of the client's situation; Obtain relevant knowledge of client's financial position and risk profile; Determine client expectations and requirements with respect to stock or portfolio advice; Prepare and update necessary documentation where required.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBASX02A PROVIDE APPROPRIATE AND TIMELY INFORMATION AND ADVICE TO CLIENTS

Content Analyse client expectations, requirements and investment strategies; Develop a response consistent with client investment strategies and agreed terms of business; provide on-going financial advice and review of client portfolio where requested and within agreed terms of business; Market services and investment opportunities to client.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBASX03A CONDUCT RESEARCH TO SUPPORT RECOMMENDATIONS

Content Interpret available information and conduct research; Analyse and review research findings and activities; Document research and distribute to relevant parties.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

FNBASX04A RECORD AND IMPLEMENT CLIENT INSTRUCTIONS

Content Execute instructions to satisfy client requirements; Review and monitor implementation of client instructions; Provide additional/after sales service.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBCOM11A RESOLVE DISPUTES

Content Assess disputes; Resolve disputes.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

FNBCVN01A TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION

Content Establish the client's needs; Identify any conflict of interest between conveyancer and client; Identify parties, properties and other interests; Determine terms of engagement; Determine contingency strategies; Initiate the transaction.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

FNBCVN02A OBTAIN AND ANALYSE ALL INFORMATION FOR THE TRANSACTION

Content Identify information needs; Perform relevant document searches and investigations; Evaluate issues arising with transaction; Deal with third parties and other professionals; Present information relevant to the transaction to the client.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBCVN03A LIAISE WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTIES

Content Develop trust and confidence in business relationships; Build and maintain business networks and relationships.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBCNV05A PREPARE AND/OR ANALYSE AND EXECUTE DOCUMENTS

Content Prepare and/or analyse documentation; Present document for execution.

Nominal Hours 1000 Hours

Assessment As per accredited curriculum

FNBCNV06A ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS

Content Review for compliance with trust account requirements; Establish and manage trust accounts; Maintain records of trust transactions; Monitor and review Trust Accounts.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FNBCNV07A FINALISE TRANSACTIONS

Content Arrange and attend settlement (if required); Determine contingency requirements for settlement where contractual obligations remain unfulfilled; Complete transaction; Implement post-transaction procedures, as appropriate.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FNBCVN18A IMPLEMENT CLIENT SERVICE STRATEGY

Content Develop practice client service strategy; Implement and monitor practice client service strategy; Evaluate practice client service strategy.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

FNBCVN02A OBTAIN AND ANALYSE ALL INFORMATION FOR THE TRANSACTION

Content Identify information needs; Perform relevant document searches and investigations; Evaluate issues arising with transaction; Deal with third parties and other professionals; Present information relevant to the transaction to the client.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

FNBFIN61A PREPARE AND BANK RECEIPTS

Content Batch monetary items and prepare deposit facility.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

FNBFIN65A PROCESS JOURNAL ENTRIES

Content Check and verify supporting documentation; prepare journals; authorise journals; enter data into system; check journal processing report; file documentation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

FNBFIN70A PREPARE FINANCIAL FORECASTS AND PROJECTIONS

Content Basic business mathematics; percentages; algebra; simple and compound interest; annuities; break-even analysis; introduction to statistics; data analysis and interpretation; parameter estimation; probability.

Nominal Hours 60-70 Hours

Assessment As per accredited curriculum

FNBLIF29A UNDERTAKE RISK ASSESSMENT

Content Identify risk; Evaluate proposal against risk assessment criteria; Obtain further information; Determine and advise terms and conditions of risk acceptability.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

FNBLIF30A ASSESS EXTRAORDINARY RISKS

Content Determine risk acceptance criteria; Seek information; Negotiate reinsurance; Determine and advise terms and conditions of acceptance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

FNBSUP35A ESTABLISH AND MAINTAIN FUND OR PLAN

Content Interpret fund or plan details; Specialist advice is obtained as appropriate; Establish systems and administrative procedures to meet requirements; Create client records; Update plan for plan design or statutory changes.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

FNBSUP36A REVIEW COMPLIANCE WITH REGULATORY AND CONTRACTUAL REQUIREMENTS

Content Identify performance requirements; Develop and implement systems and procedures to meet requirements; Monitor compliance with required performance; Report and advise on required changes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

HLTCOM2A DEVELOP PROFESSIONAL EXPERTISE

Content Seek out and apply traditional, alternative and scientific information; Implement reflective learning practices; Contribute to the development of professional practices; Critically evaluate specific research.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTCOM3A MANAGE A PRACTICE

Content Establish the practice; Implement financial management procedures; Implement practice management strategies; Implement personnel management strategies.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

HLTCOM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS

Content Establish professional relationship with the client/patient; Provide effective response to client/patient enquiries; Respond effectively to difficult or challenging behaviour; Use basic counselling skills as required to facilitate treatment.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTCOM5A ADMINISTER A PRACTICE

Content Establish and maintain administrative systems; Conduct financial administration; Follow practice management strategies; Administer personnel management strategies.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTCOM6A MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE

Content Formulate a referral plan for client/patients requiring further treatment; Interact with other health care professionals; Arrange a referral to an appropriate source for clients/patients with specific needs.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTCSD3A PREPARE AND MAINTAIN BEDS

Content Prepare area for bed making; Make bed; Leave bed ready for occupancy or continued occupancy.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTCSD6A RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR

Content Plan responses; Apply response; Report and review incidents.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTCSD7A CARE FOR HOME ENVIRONMENT OF CLIENTS

Content Obtain correct information regarding client and their environmental needs; Provide information for client; Monitor and maintain equipment; Implement home care or domestic assistance plan; Maintain a safe and hygienic home environment for clients; Monitor client service.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTCSD8A TRANSPORT CLIENTS/ PATIENTS

Content Prepare for transport; Transport client Deliver client.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTFA1A APPLY BASIC FIRST AID

Content Assess the situation; Apply basic First Aid techniques; Communicate details of the incident.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

HLTFA2A APPLY ADVANCED FIRST AID

Content Assess the situation; Manage the casualty(s); Coordinate First Aid activities until arrival of medical assistance; Communicate essential incident details; Manage casualty in a remote and/or isolated area; Evaluate the incident.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTFA3A MAINTAIN FIRST AID EQUIPMENT AND RESOURCES

Content Maintain resources; Record and manage records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTFS5A PERFORM KITCHENWARE WASHING

Content Prepare to wash dishes and associated items; Wash and dry dishes; Store dishes.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

HLTFS7A FOLLOW BASIC FOOD SAFETY PRACTICES

Content Maintain food safety while carrying out food handling activities; Comply with personal hygiene standards.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTFS8A TRANSPORT FOOD

Content Prepare to transport food; Transport food.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTGM1A PERFORM ROUTINE SERVICING OF PLANT, EQUIPMENT AND MACHINERY

Content Carry out routine assessment of plant, equipment and machinery; Prepare for routine servicing and/or minor repairs; Perform routine servicing and minor repairs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTGM2A USE HAND AND POWER TOOLS

Content Identify and select hand and power tools; Use hand tools; Use power tools; Clean Up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTGM3A PERFORM MINOR GENERAL MAINTENANCE

Content Identify maintenance task to be undertaken; Identify tools and materials required; Prepare to undertake maintenance; Perform maintenance; Clean up work area; Notification of completion of task and complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHIR1A WORK EFFECTIVELY IN THE HEALTH INDUSTRY

Content Work ethically; Demonstrate the importance of hygiene and infection control in the health industry; Participate in quality improvement activities; Take responsibility for personal skill development; Communicate effectively with colleagues and clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHIR2A CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY

Content Contribute to ethical work practice; All work undertaken reflects the health industry context of the organisation; Contribute to the improved performance of the organisation.

Nominal Hours 20-30 Hours

Assessment As per accredited curriculum

HLTHIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS

Content Follow work practices based on an awareness of culture as a factor in all human behaviour; Contribute to the development of work place and professional relationships based on acceptance of cultural diversity; Communicate effectively with culturally diverse persons; Resolve cross-cultural misunderstandings.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHIR4A WORK EFFECTIVELY IN A CROSS CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS

Content Work practices in a cross cultural context are grounded in an awareness of one's own culture and the cultural realities of others; Communication between Aboriginal and Torres Strait Islander people and non-Indigenous people is effective; Workplace and professional relationships are based on mutual respect, tolerance of diversity and a shared understanding of cultural safety; Effective partnerships are developed between non-Indigenous staff, Aboriginal and Torres Strait Islander people and their communities which facilitate accessibility, affordability, accountability, acceptability of appropriate healthcare and workplace service delivery.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHOM12A WORK WITHIN A HOMEOPATHIC FRAMEWORK

Content Demonstrate knowledge of homeopathic paradigm; Identify and describe the principles and practices of homeopathy; Demonstrate basic knowledge of other therapies; Represent homeopathy to the community; Work within clinic and regulation guidelines.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

HLTHSE1A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES

Content Follow organisational procedures for hazard identification and risk control; Contribute to OHS in the workplace; Utilise and implement strategies as directed to prevent infection in the workplace; Utilise strategies to prevent work overload; Work in a safe manner; Utilise and implement strategies to prevent manual handling injuries.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTHSE2A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Content Provide information to the work group about the organisation's OHS policies, procedures and programs; Integrate into basic work practices the participative arrangements for the management of OHS; Integrate into basic work practices the organisation's procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Integrate into basic work practices the organisation's procedures for providing OHS training; Integrate into basic work practices the organisation's procedure for maintaining OHS records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTIN1A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES

Content Collect, handle, store and manage clinical and other waste in accordance with organisational guidelines and waste management plans; Clean and disinfect equipment and surfaces; Maintain hygiene; Identify and respond to infection risks.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTIN4A MANAGE THE CONTROL OF INFECTION

Content Ensure potential infectious material is removed in accordance with clinic guidelines; Ensure equipment and surfaces are clean and sanitised; Ensure personal hygiene is maintained in the workplace; Establish and monitor guidelines for hazard identification and control.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

HLTIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS

Content This subject deals with the cultural awareness required for effective communication and co-operation with persons of diverse cultures. Work will be within a prescribed range of functions involving known routines and procedures with some accountability for the quality of outcomes.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTIR4A WORK EFFECTIVELY IN A CROSS-CULTURAL CONTEXT WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE AND ORGANISATIONS

Content Work practices in a cross cultural context are grounded in an awareness of one's own culture and the cultural realities of others; Communication between Aboriginal and Torres Strait Islander people and non-Indigenous people is effective; Workplace and professional relationships are based on mutual respect, tolerance of diversity and a shared understanding of cultural safety; Effective partnerships are developed between non-Indigenous staff,

Aboriginal and Torres Strait Islander people and their communities which facilitate accessibility, affordability, accountability, acceptability of appropriate healthcare and workplace services.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTMS1A COLLECT AND MAINTAIN LINEN STOCKS AT USER-LOCATIONS

Content Collect soiled linen; Distribute clean linen; Maintain linen stock levels.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTMS2A PROVIDE PERSONAL LAUNDRY SERVICE TO CLIENTS, PATIENTS AND OTHERS

Content Collect soiled linen and personal clothing; Wash, dry and finish personal and other laundry items; Sort and return finished items.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTMS5A PERFORM GENERAL HOUSEKEEPING DUTIES TO MAINTAIN CLEAN ENVIRONMENT

Content Maximise safety during cleaning; Maintain surface cleaning and finishes; Ensure sanitation; Manage waste.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTMS6A P PERFORM GENERAL CLEANING TASKS IN A CLINICAL SETTING

Content Maximise safety during cleaning; Clean and maintain surfaces in clinical areas; Ensure maintenance of cleaning standards; Manage waste; Equipment and cleaning agents are safely stored.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTMS8A HANDLING WASTE IN A HEALTH CARE ENVIRONMENT

Content Determine job requirements; Identifies and segregates waste; Transports and stores waste appropriately; Conduct quality control activities; Cleans up work areas.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTNAT1A PROVIDE NATUROPATHIC TREATMENT

Content Manage treatment; Apply therapeutic techniques; Advise and resource the client/patient; Review treatment

Nominal Hours 120 Hours

Assessment As per accredited curriculum

HLTNAT2A PROVIDE THE WESTERN HERBAL MEDICINE TREATMENT

Content Manage treatment; Apply therapeutic techniques; Advise and resource the client; Review treatment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

HLTNAT3A PLAN NATUROPATHIC NUTRITIONAL TREATMENT

Content Manage treatment; Apply therapeutic techniques; Advise and resource the client; Review treatment.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

HLTNAT4A PROVIDE ACUTE HOMOEOPATHIC TREATMENT

Content Manage acute treatment using homoeopathic remedies within a naturopathic framework; Advise and resource the client /patient; Review treatment.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

HLTNAT5A PLAN THE NATUROPATHIC NUTRITIONAL STRATEGY

Content Determine treatment strategy; Discuss the treatment strategy with the client/patient.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

HLTNAT6A PERFORM THE NATUROPATHIC HEALTH ASSESSMENT

Content Determine the scope of the assessment and the client/patient's needs; Obtain and record an accurate history of the client/patient; Manage the health assessment; Make a comprehensive assessment of the client/patient.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTNAT7A MANAGE WORK WITHIN THE NATUROPATHIC FRAMEWORK

Content Communicate knowledge of naturopathic philosophy, principles and practices; Demonstrate commitment to ethical work practices; Manage workplace relationships; Manage the achievement of quality standards; Ensure ongoing development of self and team.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTNAT8A APPLY NATUROPATHIC DIAGNOSTIC FRAMEWORK

Content Analyse and interpret information received; Critically evaluate the diagnosis; Inform the client/patient.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTNAT9A WORK WITHIN A NATUROPATHIC FRAMEWORK

Content Inform the client/patient; Identify and describe the principles and practices of naturopathy; Develop knowledge of complementary therapies; Represent naturopathic framework to the community; Work within clinic and regulation guidelines.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTNUT1A APPLY LITERATURE RESEARCH FINDING TO NUTRITIONAL PRACTICE

Content Manage information needs; Access information; Evaluate information; Apply information to treatment strategy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTNUT2A PROVIDE SPECIALISED NUTRITIONAL CARE

Content Identify nutritional needs for specific health outcomes; Plan the specialised treatment; Provide the specialised nutritional treatment; Manage the specialised nutritional treatment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

HLTPH1A ORIENTATION TO HOSPITAL PHARMACY SERVICES AND HOSPITAL PHARMACY ASSISTANT PRACTICES

Content Work within the pharmacy environment; Demonstrate commitment to the central philosophies of the organisation; Perform the duties of a pharmacy assistant.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTPH2A PROCURE AND STORE PHARMACEUTICAL PRODUCTS

Content Procure stock; Process new stock; Maintain stock; Ensure security of stock; Assist in stock-taking procedures; Monitor and maintain storage conditions; Maintain relevant documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTPH3A DISTRIBUTE PHARMACEUTICAL PRODUCTS

Content Pack product orders; Despatch product orders; Handle returned stock; Maintain relevant documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTPH4A MAINTAIN PHARMACEUTICAL IMPREST/WARD STOCK

Content Generate/receive and check stock requisition list; Select and despatch stock to recipients; Complete and maintain documentation; Record and collate drug usage.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTPH5A ASSIST WITH PRESCRIPTION PREPARATION

Content Accept prescription for dispensing; Ensure clinical evaluation of prescription by pharmacist; Calculate prescription quantities; Assemble prescription items in accordance with good dispensing practice; Prepare labels in accordance with legal requirements; Ensure final check conducted by pharmacist; Complete and maintain documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

HLTPH6A PACKAGE AND/OR PRE-PACK PHARMACEUTICAL PRODUCTS

Content Prepare packing/pre-packing process; Allocate bulk product/medicine to machinery/pre-packing apparatus; Pack or pre-pack products; Conduct quality control; Shut down packaging/pre-packaging process.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

HLTPH7A SMALL SCALE COMPOUND/MANUFACTURE OF PHARMACEUTICAL PRODUCTS

Content Prepare for production process; Obtain and process raw materials; Manufacture/compound products; Complete production process; Participate in quality control; Transport and store released product.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

HLTREM1A WORK WITHIN A MASSAGE FRAMEWORK

Content Demonstrate commitment to the central philosophies of massage practice; Identify and describe the principles and practices of massage; Develop knowledge of complementary therapies;

Represent massage framework to the community; Work within clinic and regulation guidelines.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

HLTREM2A PROVIDE REMEDIAL MASSAGE TREATMENT

Content Manage treatment; Apply remedial massage techniques; Advise and resource the client/patient; Review treatment.

Nominal Hours 380 Hours

Assessment As per accredited curriculum

HLTREM3A PLAN THE REMEDIAL MASSAGE TREATMENT STRATEGY

Content Select the remedial massage principles to determine treatment strategy; Discuss the treatment strategy with the client/patient.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTREM4A APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK

Content Analyse and interpret information received; Inform the client/patient.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

HLTREM5A PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT

Content Determine the scope of the assessment and the client/patient's needs; Obtain and record an accurate history of the client/patient; Manage the health assessment; Prepare the client for assessment; Make a comprehensive assessment of the client/patient.

Nominal Hours 280 Hours

Assessment As per accredited curriculum

ICAITAD041B DETERMINE CLIENT BUSINESS EXPECTATIONS AND NEEDS

Content Specify context of business need or problem; Specify interested parties; Plan the requirements phase; Gather requirements; Carry out preliminary analysis of information; Resolve conflicts and develop consensus.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITAD042B CONFIRM CLIENT BUSINESS NEEDS

Content Confirm client expectations and needs; Confirm that information is consistent and complete; Verify that overall process is integrated, ensures remote users and any distributed requirements are covered; Specify organisation specific issues.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITAD043B DEVELOP AND PRESENT A FEASIBILITY REPORT

Content Confirm that proposed solution is the best reasonable fit; Develop high level alternative scenarios; Prepare and publish feasibility report.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITAD045B PRODUCE NETWORK/COMMUNICATION DESIGN

Content Design network; Evaluate network traffic; Finalise network design.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD046B MODEL PREFERRED SYSTEM SOLUTIONS

Content Review and confirm requirements information and any existing models; Resolve conflicts and inconsistencies; Build and test model; Ensure that the model represents a workable solution.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITAD048C DEVELOP CONFIGURATION MANAGEMENT

Content Establish configuration management requirements; Establish control mechanisms; Establish monitoring mechanisms; Manage the release of the product to clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITAD049A DEVELOP LOGICAL ABSTRACTION FROM REQUIREMENTS (OOA)

Content Analyse behaviour of objects; Prepare state model; Describe roles and responsibilities of classes; Iterate and review the object model

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITAD050A DEVELOP DETAILED COMPONENT SPECIFICATION FROM PROJECT SPECIFICATION

Content Analyse components; Prepare schema; Prepare component model; Iterate and review model.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITAD051B DEVELOP CLIENT USER INTERFACE

Content Prepare design for interface; Design and document the system user interface.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITAD056B PREPARE DISASTER RECOVERY/CONTINGENCY PLANS

Content Evaluate impact of system on business continuity; Evaluate threats to system; Formulate prevention and recovery strategy; Develop project plan to support strategy.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITAD057A MANAGE A REUSE LIBRARY

Content Specify components for reuse library; Document the reuse library; Set up library structure.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITAD058A APPLY SKILLS IN OBJECT ORIENTED DESIGN

Content Derive the high level design from specification; Refine the design; Validate the design.

Nominal Hours 40 hours

Assessment As per accredited curriculum

ICAITAD139A DESIGN A DATABASE

Content Scope and functionality of database is determined; Logical data model is developed; Data structures are designed; Queries, screens and reports are designed; Access and security systems are designed; Database design is confirmed.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD142A DESIGN A WEBSITE TO MEET TECHNICAL REQUIREMENTS

Content Define the technical environment; Define the human computer interface; Determine site hierarchy; Design website.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD144A DETERMINE BEST FIT TOPOLOGY FOR A LOCAL NETWORK

Content Determine user needs; Determine LAN specification.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD145A DETERMINE BEST FIT TOPOLOGY FOR WAN NETWORK

Content Identify WAN needs; Identify WAN specification.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD146A DEVELOP WEB SITE INFORMATION ARCHITECTURE

Content Develop navigation system; Test and sign off.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD151A GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS

Content Identify the key information sources; Gather data through formal processes; Ensure analysis is accurate and complete; Gain consensus.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD152A IMPLEMENT RISK MANAGEMENT PROCESSES

Content Establish the risk context; Identify risk factors; Implement risk management plans; Monitor, update and report risk profile.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITAD158A TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

Content Identify the business needs context; Identify input requirements; Identify output requirements; Identify interface requirements; Identify process flow requirements; Identify measurement requirements; Technical requirements are signed off.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB059B DEVELOP DETAILED TECHNICAL DESIGN

Content Contribute to the determination of technical design features; Contribute to design review; Contribute to the development of program specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITB060B IDENTIFY PHYSICAL DATABASE REQUIREMENTS

Content Identify database scope; Identify database requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITB061B MONITOR PHYSICAL DATABASE IMPLEMENTATION

Content Undertake DBMS modelling; Monitor database performance.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITB064B PREPARE SOFTWARE DEVELOPMENT REVIEW

Content Review software standards; Review implementation standards; Review software metrics and milestones.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITB069B DEVELOP SOFTWARE

Content Code each program module; Review each program module; Document each program module.

Nominal Hours 280 Hours

Assessment As per accredited curriculum

ICAITB070B CREATE CODE FOR APPLICATIONS

Content Declare and assign variables; Develop structure of code sections; Unit test each module; Identify range of exceptions; Determine handling and propagation procedures for exceptions; Use debugging and error handling techniques.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

ICAITB075A USE A LIBRARY OR PRE-EXISTING COMPONENTS

Content Estimate potential reuse units from design program specifications; Identify components and assess their fit; Evaluate for new gaps; Link/use components.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITB076B IMPLEMENT CONFIGURATION MANAGEMENT

Content Identify and clarify configuration management requirements; Employ appropriate control mechanisms; Implement monitoring mechanisms; Manage release of product.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITB135A CREATE A SIMPLE MARK-UP LANGUAGE DOCUMENT TO SPECIFICATION

Content Determine document usage and structure; Create document structure with chosen mark-up language; Format document and import objects; Create tables; Generate links; Test and save document.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITB136A USE SQL TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA

Content Execute a SQL statement to access and retrieve data; Perform SQL statement to limit and sort rows retrieved by a query; Perform SQL functions; Execute create table statement; Create and run subqueries; Create views.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITB137A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES

Content Construct a script using basic syntax; Write scripts using methods, functions and events; Create objects for dynamic web pages; Test script and debug.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

ICAITB159A BUILD A SECURITY SHIELD FOR A NETWORK

Content Security framework is developed; Security framework is implemented; Security framework is tested and monitored.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB162A CONFIGURE A PAYMENT GATEWAY

Content Server and e-business site is prepared; Payment gateway is installed; Payment gateway is tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB165A CREATE DYNAMIC PAGES

Content Prepare the technical environment; Create dynamic pages; Add functions to dynamic pages; Test and sign off dynamic pages.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB168A COMPILE AND RUN AN APPLICATION

Content Write basic application; Run the application; Document the application.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB169A USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE TO SPECIFICATIONS

Content Website structure developed; Build site; Test site.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB170A BUILD A DATABASE

Content Database design is confirmed; Data structures, queries, screens and reports are developed; Access and security systems are developed; Database prototype is created and tested; The live system is implemented.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB171A DEVELOP CASCADING STYLE SHEETS (CSS)

Content Prepare mark up pages; Apply styles to HTML elements; Attach CSS to HTML documents; Apply CSS inheritance rules to documents; Validate presentation style.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB173A INSTALL INTELLIGENT HUB

Content Hub specification is determined; Appropriate hardware is selected; Hub and supporting peripherals are installed; Hub and network is tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB174A INSTALL NETWORK BRIDGES/SWITCHES

Content Bridges/ switches are identified; Bridges/switches are installed and configured; Bridges/switches are tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB176A INSTALL AND CONFIGURE ROUTER

Content Router is installed and configured; Router and network is tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB180A INTEGRATE A DATABASE WITH A WEBSITE

Content Database(s) is prepared; Database logins are created; Data source names are created; Database connectivity tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITB212A IMPLEMENT QUALITY ASSURANCE PROCESS FOR WEB SITES

Content Establish standards; Apply standards and track performance; Develop and apply continuous improvement process; Document quality assurance practices.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITD003B RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION

Content Receive and process oral communication; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITD128A CREATE USER AND TECHNICAL DOCUMENTATION

Content Determine documentation standards and requirements; Produce technical software documentation; Create client user documentation; Obtain endorsement/sign-off.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITD209A WRITING FOR THE WORLD WIDE WEB

Content Site content requirements are determined; Site content is written; Upload content.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAIT1090B CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION

Content Assess compatibility of existing software; Confirm interoperability of software with environment; Assess system capacity to install ordered software; Prepare and distribute audit report.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITI091B CONDUCT POST IMPLEMENTATION REVIEW

Content Schedule review; Carry out review; Document and publish results.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITI097A INSTALL AND CONFIGURE A NETWORK

Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITI097B INSTALL AND CONFIGURE A NETWORK

Content Confirm client requirements and network equipment; Install hardware; Install software; Configure and test network; Document and sign off.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITI099B BUILD AN INTRANET

Content Plan and design an intranet to meet business requirements; Install and configure intranet infrastructure to meet business requirements; Install and configure intranet services to meet business requirements; Manage and support the intranet.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITI100B BUILD AN INTERNET INFRASTRUCTURE

Content Plan and design an Internet to meet business requirements; Install and configure Internet infrastructure to meet business requirements; Install and configure Internet services to meet business requirements; Monitor security and Internet access; Ensure user accounts controlled; Manage and support the Internet.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITI101A INSTALL AND MANAGE NETWORK PROTOCOLS

Content Install and configure network protocol environment; Install network protocol applications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITI101B INSTALL AND MANAGE NETWORK PROTOCOLS

Content Install and configure network protocol environment; Install network protocol applications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITI188A INSTALL AND MAINTAIN A SERVER

Content Installation plan is developed; Server is installed; Server operation is monitored.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITPM129A APPLY SKILLS IN PROJECT INTEGRATION

Content Contribute to integration of the nine functions of project management; Contribute to the coordination of internal and external environments; Contribute to the support of project activities throughout the life cycle.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS010C APPLY PROBLEM SOLVING TECHNIQUES TO ACHIEVE ORGANISATION GOALS

Content Scan immediate environment to identify possible problems; Identify, assess and resolve routine problems; Refer non-standard problem to supervisor.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITS014B CONNECT HARDWARE PERIPHERALS

Content Confirm requirements of client; Obtain required peripherals; Connect hardware peripherals.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS014C CONNECT HARDWARE PERIPHERALS

Content Confirm requirements of client; Obtain required peripherals; Connect hardware peripherals.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS015B INSTALL SOFTWARE APPLICATIONS

Content Determine software or software upgrade requirements of clients; Obtain software or software upgrade; Install software of upgrade.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS017B MAINTAIN SYSTEM INTEGRITY

Content Carry out file maintenance; Carry out virus scanning; Follow software copyright procedures; Record software licences; Restore system back-up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS017C MAINTAIN SYSTEM INTEGRITY

Content Carry out file maintenance; Carry out virus scanning; Follow software copyright procedures; Record software licences; Restore system back-up.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS020B INSTALL AND OPTIMISE SYSTEM SOFTWARE

Content This unit defines the competency required to apply aspects of systems optimisation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS020C INSTALL AND OPTIMISE SYSTEM SOFTWARE

Content Determine operating systems requirements; Obtain operating system; Install and optimise operating system; Provide instruction to meet new software requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS021B CONNECT INTERNAL HARDWARE COMPONENTS

Content This unit defines the competency required to connect internal hardware components according to specifications

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS021C CONNECT INTERNAL HARDWARE COMPONENTS

Content Determine new components required; Obtain components; Install components; Provide instruction to meet new requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS022B DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION

Content Determine client problem; Prioritise client problems; Refer maintenance to supervisor where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS023B PROVIDE ONE TO ONE INSTRUCTION

Content Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITS024B PROVIDE BASIC SYSTEM ADMINISTRATION

Content Record security access; Record software licences; Carry out system backup; Restore system backup; Document security access.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS024C PROVIDE BASIC SYSTEM ADMINISTRATION

Content Record security access; Record software licences; Carry out system back-up; Restore system back-up; Document security access.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS025B RUN STANDARD DIAGNOSTIC TESTS

Content Operate system diagnostics; Scan system for viruses.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS029B INSTALL NETWORK HARDWARE TO A NETWORK

Content Determine hardware requirements of clients; Obtain hardware; Install network hardware; Provide support for installed products; Determine and provide instruction and support.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS

Content Determine clients software or software upgrade requirements; Obtain software of software upgrade; Install software or software upgrade; Determine and provide instruction and support.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS031B PROVIDE ADVICE TO CLIENTS

Content Analyse client support issues; Provide advice on software; Provide advice on hardware; Provide advice on network; Obtain client feedback.

Nominal Hours 36-40 Hours

Assessment As per accredited curriculum

ICAITS032B PROVIDE NETWORK SYSTEMS ADMINISTRATION

Content Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS033B ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES

Content Determine support issues; Determine management requirements; Provide recommended changes for client support policy; Update documented client support policy.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS034B DETERMINE AND ACTION NETWORK PROBLEM

Content Determine client problem; Determine whether maintenance is covered by policy; Carry out maintenance; Prepare maintenance report.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS035C ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY

Content Liaise with vendors, training providers and the information technology industry to determine technology to assist organisation; Prepare and present reports as required by management.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON

Content Determine the client user areas that are to be supported; Develop appropriate method of liaising with client user/group and possible contacts; Establish contact and develop reporting protocol; Maintain established communication links.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS106B ACTION AND COMPLETE CHANGE REQUESTS

Content Review change requests; Modify system to accept changes; Prepare and deliver training; Complete status evaluation; Implement changes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITS107B RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM

Content Determine maintenance methodologies and repositories; Implement change management system; Report review of results.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS108B COMPLETE DATABASE BACK-UP AND RECOVERY

Content Review database architecture; Determine back-up methods appropriate to database requirements; Determine baselines and recovery procedures; Employ database alternatives.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS109B EVALUATE SYSTEM STATUS

Content Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS110B IMPLEMENT SYSTEM SOFTWARE CHANGES

Content Determine system change required; Carry out system change; Present changes to clients for acceptance; Perform hand-over to systems operations area.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS112B OPTIMISE SYSTEM PERFORMANCE

Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS

Content Diagnose problems; Configure database; Tune database.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS114B IMPLEMENT MAINTENANCE PROCEDURES

Content Establish best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER

Content Determine equipment maintenance required; Diagnose and repair fault; Document maintenance carried out and make recommendations for future maintenance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS116B UNDERTAKE CAPACITY PLANNING

Content Analyse existing system capacity; Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor on-going capacity requirements.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITS117B MAINTAIN CUSTOM SOFTWARE

Content Determine the software fault to be corrected; Identify and isolate fault; Design the fix for the fault; Carry out the fix to the software; Test the fix and associated system areas; Hand over to systems operations area.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITS118B MANAGE SYSTEM SECURITY

Content Identify threats to system; Review audit needs; Identify appropriate controls; Incorporate controls into the system; Implement additional security procedures.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITS119B MONITOR AND ADMINISTER SYSTEMS SECURITY

Content Ensure user accounts are controlled; Secure file and resource access; Monitor threats to the network.

Nominal Hours 30-50 Hours

Assessment As per accredited curriculum

ICAITS120A ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

Content This unit defines the competency required to set up and use administrative tools to manage a network and create the network configuration required by client

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

Content Create an interface with existing system; Set up and manage the network file system; Review network policies; Manage user services; Monitor user accounts; Provide and support back-up security.

Nominal Hours 20-50 Hours

Assessment As per accredited curriculum

ICAITS121A ADMINISTER NETWORK PERIPHERALS

Content Install peripherals to a network; Configure peripheral services to manage peripherals; Administer and support peripheral services; Troubleshoot common problems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS124B MONITOR AND ADMINISTER NETWORK SECURITY

Content Ensure user accounts are controlled; Ensure secure file and resource access; Monitor threats to the network.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITS125B MONITOR AND ADMINISTER A DATABASE

Content Start up a database; Manage database; Manage database access.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITS191A MAINTAIN WEBSITE PERFORMANCE

Content Benchmark performance; Track site performance; Tune performance; Initiate performance improvement.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITS192A CONFIGURE AN INTERNET GATEWAY

Content Confirm client requirements and network equipment; Security issues are reviewed; Gateway products and equipment are installed and configured; Node is configured and tested.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITS195A ENSURE DYNAMIC WEBSITE SECURITY

Content Risk assessment is completed; Operating systems are secured; Site server is secured; Relevant data transactions are secured; Security framework is tested, monitored and documented.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITS196A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES

Content Method(s) of encryption are determined; Encryption method is applied; Encryption system is monitored.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITS197A INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES

Content Method(s) of authentication is determined; Authentication software/tools are configured; Authentication method is applied; Authentication system is monitored.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITS202A ENSURE PRIVACY FOR USERS

Content Apply privacy legislation; Apply the 10 National Privacy Principles to websites; Limit access to equipment that provides access to users personal information; Data storage and handling procedures are developed; Data being communicated over external networks is protected.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITT077C DEVELOP DETAILED TEST PLAN

Content Prepare test environment and gather tools; Prepare test data; Complete test plan.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITT078B PERFORM UNIT TEST

Content Prepare for unit test; Conduct unit test; Analyse and classify results.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITT079B PERFORM INTEGRATION TEST

Content Prepare for test; Conduct test; Analyse and classify results.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITT080B PERFORM SPECIFIC UNIT TEST FOR OO CLASS

Content Prepare for test; Conduct test; Analyse and classify results.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITT082C MANAGE THE TESTING PROCESS

Content Develop test schedule; Complete test procedures; Review the completeness and accuracy of the system.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

ICAITT083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST

Content Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Sign off and acceptance obtained.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITT084B PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM

Content Create test plan; Undertake test; Diagnose and resolve faults; Update documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITT184A ENSURE SITE USABILITY

Content Design a user test; Conduct user test; Evaluate user test; Document results.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITTW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS

Content Establish own work schedule; Participate in team structure.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITTW026B COORDINATE AND MAINTAIN TEAMS

Content Establish, develop and improve teams; Coordinate team; Delegate responsibility and authority.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITTW027B RELATE TO CLIENTS ON A BUSINESS LEVEL

Content Build and maintain business networks and relationships; Plan to meet internal and external client requirements; Negotiate client support service costs; Monitor, adjust and implement procedures to maintain client focus.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITTW214A MAINTAIN ETHICAL CONDUCT

Content Protect the interests of clients; Produce quality products and services; Ensure correct representation; Maintain good work practices.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITU004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Content Determine Occupational Health and Safety (OH and S) issues relating to immediate work environment; Document and disseminate Occupational Health and Safety requirements; Provide basic ergonomic advice.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU004C APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Content Determine Occupational Health and Safety (OH and S) issues relating to immediate work environment; Document and disseminate Occupational Health and Safety requirements; Provide basic ergonomic advice.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU005B OPERATE COMPUTER HARDWARE

Content Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU005C OPERATE COMPUTER HARDWARE

Content Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU006A OPERATE COMPUTING PACKAGES

Content Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITU006B OPERATE COMPUTING PACKAGES

Content This unit defines the competency required to identify, select and correctly operate desktop applications for a range of purposes

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITU006C OPERATE COMPUTING PACKAGES

Content Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES

Content Clean disc drives and peripherals; Replace and maintain consumables and supplies; Maintain peripherals.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU012B DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES

Content Design documents to meet organisational requirements; Access, retrieve and manipulate data.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU012C DESIGN ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES

Content Design documents to meet organisational requirements; Access, retrieve and manipulate data.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU013B INTEGRATE COMMERCIAL COMPUTING PACKAGES

Content Produce required organisational documents; Determine and use help.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU013C INTEGRATE COMMERCIAL COMPUTING PACKAGES

Content Produce required organisational documents; Determine and use help.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU018C DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS

Content Determine macro or template requirement; Develop macro or template for client; Provide client support for the macro or template.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

ICAITU019C MIGRATE TO NEW TECHNOLOGY

Content Apply existing knowledge and techniques to new technology; Apply advanced functions of the technology to solve organisational problems; Apply new functions of upgraded technology.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICAITU028C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS

Content Determine customisation requirements of client; Analyse impact of customisation on system relationship; Provide support for customised application; Obtain client feedback.

Nominal Hours 50-60 Hours

Assessment As per accredited curriculum

ICAITU126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Content This unit defines the competency required to utilise computer applications to their full capacity employing all advanced features as required.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Content Manipulate data; Access and use support resources; Configure the computing environment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICAITU127B SUPPORT SYSTEM SOFTWARE

Content Maintain system software; Set up and manage the system files; Manage system usage; Monitor system security; Carry out system back-up; Restore system back-up.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICAITU128A OPERATE A PERSONAL COMPUTER

Content Start computer and access basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for user and/or organisational requirements; Print information; Correctly shut down computer.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITU129A OPERATE A WORD PROCESSING APPLICATION

Content Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add objects and images; Print word processing documents.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITU130A OPERATE A SPREADSHEET APPLICATION

Content Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITU131A OPERATE A DATABASE APPLICATION

Content Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICAITU132A OPERATE A PRESENTATION PACKAGE

Content Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL

Content Access the internet; Search the internet; Send and organise messages; Create an address book.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

ICAITU207A APPLY A WEB AUTHORING TOOL TO CONVERT CLIENT DATA

Content Identify authoring requirements; Create files; Create formatting templates; Define library items; Develop templates; Create simple forms; Create simple navigation.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITU208A USE SITE SERVER TOOLS FOR E-BUSINESS

Content Task requirements are confirmed; Tools are selected; Tools are used; Tools and task requirements are reviewed.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITW001B WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT

Content Comply with general IT policies and procedures; Promote the organisation and the IT department in a manner consistent with the organisational mission; Identify Information Technology equipment/software and operating system supported by the organisation.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICAITW002B COMMUNICATE IN THE WORKPLACE

Content Establish contact with clients; Process information.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA

Content Identify the electronic components of multimedia; Explore the scope of multimedia; Assess the features and functions of multimedia operating systems; Outline the role of multimedia.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICPMM13CA AUTHOR A MULTIMEDIA SEQUENCE

Content Identify the elements of multimedia; Identify the scope of authoring software; Use authoring software; Create a multimedia presentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICPMM15DA DEVELOP A MULTIMEDIA SCRIPT

Content Identify and describe multimedia script formats and processes; Use scripting techniques to create a multimedia production script.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICPMM21CA CAPTURE A DIGITAL IMAGE

Content Assess digital camera qualities; Photograph and upload a digital image.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS

Content Use multimedia text software; Create multimedia text.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICPMM43CA INCORPORATE DIGITAL PHOTOGRAPHY INTO MULTIMEDIA PRESENTATIONS

Content Use a digital camera; Incorporate digital photography into a multimedia sequence; Create a collage of digital photography and 2D graphics.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPMM44CA INCORPORATE AUDIO INTO MULTIMEDIA PRESENTATIONS

Content Identify and describe formats of digital audio; Use digital audio software; Design and edit digital audio; Construct a digital audio track.

Nominal Hours 42 Hours

Assessment As per accredited curriculum

ICPMM45CA INCORPORATE ANIMATION INTO MULTIMEDIA PRESENTATIONS

Content Identify and describe formats of digital animation; Use digital animation software; Design and edit digital animation; Present a digital animation sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPMM46CA INCORPORATE VIDEO INTO MULTIMEDIA PRESENTATIONS

Content Identify and describe formats of digital video; Use digital video software; Design and edit digital video; Present a digital video sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPMM47DA INCORPORATE 3D MODELLING INTO MULTIMEDIA PRESENTATIONS

Content Identify and describe formats of 3D Modelling; Use 3D modelling software; Design and edit a 3D model; Present a 3D modelling sequence.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPMM61DA PREPARE MULTIMEDIA FOR DIFFERENT PLATFORMS

Content Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICPMM63BA ACCESS THE INTERNET

Content Identify and use local resources and identify and use remote resources.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA

Content Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICPMM67DA PLAN INTERFACE DESIGN

Content Identify the features of interface design; Develop interface design strategies; Produce user documentation.

Nominal Hours To be advised

Assessment As per accredited curriculum

ICPPP11DA UNDERTAKE A COMPLEX DESIGN BRIEF

Content Negotiate a complex design contract; Plan the design process; Render a complex graphic design; Ensure feasibility of production; Solve technical problems; Ensure quality output.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICTTC200A USE TELECOMMUNICATIONS TECHNOLOGY IN RECEIVING AND MAKING CALLS IN THE CALL CENTRE ENVIRONMENT

Content Operate and effectively use telecommunications technology in the operational environment; Receive and respond to incoming calls; Make outgoing calls and transmit messages.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICTTC201A USE BASIC COMPUTER TECHNOLOGY TO PROCESS ENTERPRISE AND CUSTOMER DATA IN A CALL CENTRE

Content Establish context and background information; Identify and access relevant computer files; Retrieve, view and close system files; Navigate help files.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

ICTTC202A USE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY BASIC CUSTOMER REQUIREMENTS.

Content Locate and interpret information on most commonly used system screens; Update and maintain information related to customer transaction on commonly used system screens; Seek support for system problems/issues identified during transaction.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICTTC203A NAVIGATE AND INTERROGATE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY CUSTOMER REQUIREMENTS

Content Access a range of enterprise business systems; Determine and locate information to satisfy customer requirements using multiple screens and more than one enterprise system; Enter or modify data to provide complex or advanced customer needs; Identify and rectify system information and processing errors.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICTTC210A PROCESS SALES OF LIMITED PRODUCT/SERVICE FROM INCOMING EXQUIRIES

Content Identify customer needs; Close sales; Input sales records.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

ICTTC211A PROCESS SALES OF COMPLEX PRODUCT/SERVICE AND WHERE CUSTOMER IS UNSURE OF AVAILABLE SOLUTIONS

Content Identify customer needs; Close sales; Input sales records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ICTTC212A PROCESS SALES WHICH COMMIT BOTH CUSTOMER AND ENTERPRISE TO CONSIDERABLE FINANCIAL COMMITMENT

Content Identify customer needs; Close sales; Input sales records; Provide sales support where required.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

ITF305 ADVANCED OPERATIONS—SPREADSHEET

Content Spreadsheets incorporating mathematical and financial functions and common formulae; mathematical, statistical, financial, date and logical functions; creating, saving and printing graphs; relative and absolute cell reference; spreadsheet design.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

KBK425 KOORI CULTURAL IDENTITY

Content This unit relates to the basic office administration duties and precautions, which are expected to be performed by a draftsman in an office, working under limited supervision

Nominal Hours 30 Hours

Assessment As per accredited curriculum

LCTA APPLY DRAFTING OFFICE ADMINISTRATION PROCESSES

Content This unit relates to the basic office administration duties and precautions, which are expected to be performed by a draftsman in an office, working under limited supervision

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LCTB APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO PRIVATE RESIDENTIAL DWELLINGS

Content This unit relates to the application of construction principles conforming to Local Government regulations and complying with the provisions of Volume 2, Class 1 and 10, including relevant State variations, of the Building Code of Australia (BCA) as it applies to Private Residential Dwellings

Nominal Hours 120 Hours

Assessment As per accredited curriculum

LCTC CARRY OUT A SITE SURVEY OF AN EXISTING BUILDING

Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence

Content This unit relates to site surveying skills and practices to measure, record and interpret data from an existing building using measuring and levelling equipment and producing a measured drawing

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTD CREATE TECHNICALLY PROJECTED PRESENTATION VIEWS OF ARCHITECTURAL DESIGN CONCEPTS

Prerequisite(s) LCTN Using Sketching Presentation Techniques to Communicate Design Concepts

Content This unit deals with the knowledge and hand skills required to produce three dimensional (3D) projected presentation views of Architectural/Interior design concepts for private residential.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTE EVALUATE MATERIALS FOR CONSTRUCTION OF RESIDENTIAL DWELLINGS

Content This unit relates to the characteristics and quality standards of building materials giving particular emphasis to those commonly selected and used in residential buildings (past and present).

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTF PRODUCE 2D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

Content This unit relates to producing 2D architectural drawings utilising Computer Aided Drafting software under limited supervision.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

LCTG PRODUCE DRAWING DOCUMENTATION FOR PRIVATE RESIDENTIAL BUILDINGS

Content This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for Class 1 and 10 private residential buildings, that will meet the requirements of the

local authority for planning and construction approval, for a nominated site.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTH PRODUCE WORKING DRAWINGS FOR A SINGLE STOREY PRIVATE RESIDENCE

Content This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings for new or additions to single storey residential dwellings Classes 1 and 10, complying with the Building Code of Australia (BCA), under limited supervision.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

LCTK PRODUCE WORKING DRAWINGS FOR A TWO STOREY PRIVATE RESIDENCE

Prerequisite(s) LCTH Produce Working drawings for a Single Storey Private Residence

Content This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings for new or additions for two storey residential dwellings Classes 1 and 10 complying with the Building Code of Australia (BCA) under limited supervision.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

LCTL PROVIDE DESIGN SOLUTIONS FOR PRIVATE RESIDENTIAL DWELLINGS

Prerequisite(s) LCTN Using Sketching Presentation Techniques to communicate design concepts; LCTM Provide Design Solutions for Small Residential Living Units.

Content This unit relates to creating design solutions for Class 1 and 10 private residential dwellings, under limited supervision, and presenting them as design drawings from which construction documentation can be derived

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTM PROVIDE DESIGN SOLUTIONS FOR SMALL RESIDENTIAL LIVING UNITS

Content This unit relates to creating design solutions, under supervision, for small residential living units restricted to Class 1 and 10 and a maximum area of 120m², and presenting them as design drawings from which other construction documentation can be commenced.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

LCTN USING SKETCHING PRESENTATION TECHNIQUES TO COMMUNICATE DESIGN CONCEPTS

Content This unit deals with the knowledge and hand skills required to produce, under supervision, sketches and selected renderings of architectural/interior design elements and concepts for private residential dwellings.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTP APPLY DRAFTING OFFICE PROJECT ADMINISTRATION PROCESSES

Prerequisite(s) LCTA Apply Drafting Office Administration Processes

Content This unit relates to the Project responsibilities, administration duties and precautions, which are expected to be

performed by an architectural para-professional draftsman, working under minimal supervision.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTR APPLY PRINCIPLES OF CONSTRUCTION TECHNOLOGY TO TYPE ‘B’ AND ‘C’ COMMERCIAL BUILDINGS

Prerequisite(s) LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings

Content This unit relates to the application of construction principles, methods and standards complying with the provisions of Volume 1, Class 2 to Class 9 of the Building Code of Australia (BCA) commonly used in Residential, Industrial and Commercial Type “B” and “C” buildings.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

LCTS APPLY PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY TO BUILDING DESIGN

Content This unit relates to the application of environmental sustainability to building design principles and material selection.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTT DETERMINE REQUIRED SERVICES, LAYOUT AND CONNECTION METHODS TO COMMERCIAL BUILDINGS

Prerequisite(s) LCTB Apply Principles of Construction Technology to Private Residential Dwellings; LCTE Evaluate materials for construction of Residential Dwellings

Content This unit relates to identifying services, drawings and specifications and determining service requirements for residential, industrial and commercial building projects complying with the provisions of the Building Code of Australia (BCA) and relevant Australian Standards.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTW EVALUATE MATERIALS FOR CONSTRUCTION OF COMMERCIAL BUILDINGS

Prerequisite(s) LCTE Evaluate materials for construction of Residential Dwellings

Content This unit relates to the characteristics and quality standards of building materials giving particular emphasis to those commonly selected and used in Type “B” and “C” commercial buildings (past and present).

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCTX PRODUCE 3D ARCHITECTURAL DRAWINGS USING CAD SOFTWARE

Prerequisite(s) LCTF Produce 2D Architectural Drawings using CAD Software

Content This unit relates to producing 3D architectural models utilising Computer Aided Drafting software for a range of presentation or construction drawings.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LCTY PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE ‘B’ BUILDING PROJECTS

Prerequisite(s) LCTZ Produce commercial working drawings for Type ‘C’ Building Projects

Content This unit covers the skills required to read and interpret codes, plans/specifications, and to undertake the production of architectural working drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type “B” buildings.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

LCTZ PRODUCE COMMERCIAL WORKING DRAWINGS FOR TYPE ‘C’ BUILDING PROJECTS

Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings

Content This unit covers the skills required to read and interpret codes, plans/specifications and to undertake the production of architectural working drawings of Class 2 to Class 9 complying with the Building Code of Australia (BCA) for residential, commercial and industrial Type “C” buildings.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

LCWA PRODUCE DIGITAL RENDERINGS OF ARCHITECTURAL 3D CAD DRAWINGS

Prerequisite(s) LCTX Produce 3D Architectural Drawings using CAD Software

Content This unit relates to the production of a range of digitally rendered presentation drawings of 3D architectural CAD models utilising specialist rendering software.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LCWB PRODUCE DRAWING DOCUMENTATION FOR A COMMERCIAL BUILDING

Content This unit relates to demonstrating holistically the skills and knowledge required to produce a set of drawings for a Type “B”, class 2 to 9 commercial, industrial or residential building, that will meet the requirements of the local authority for planning and construction approval, for a nominated site.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

LCWC PROVIDE DESIGN SOLUTIONS FOR TYPE ‘C’ BUILDINGS

Prerequisite(s) ALL core units in the Certificate IV in Residential Drafting, except LCTG Produce drawing documentation for Private Residential Buildings

Content This unit relates to creating design solutions for Type “C” Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCWD PROVIDE DESIGN SOLUTIONS FOR TYPE ‘B’ BUILDINGS

Prerequisite(s) LCWC Provide Design Solutions for Type ‘C’ Buildings

Content This unit relates to creating design solutions for Type “B” Classification 2 to 9 commercial, industrial or residential buildings, and presenting them as design drawings from which construction documentation can be derived.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

LCWE APPLY PRINCIPLES OF DESIGN, DOCUMENTATION AND PROJECT ADMINISTRATION TO BUILDINGS

Prerequisite(s) Attainment of the Diploma of Building Design and Technology

Content This unit relates to the application of design, design resolution, contract documentation and project administration principles, methods and standards complying with the provisions of the Building Code of Australia (BCA) for all buildings up to and including Type A Construction. (This unit is intended to cover the competencies required to perform the typical role of a Project Team Leader on a large job in a medium to large office).

Nominal Hours 120 Hours

Assessment As per accredited curriculum

LCWF UNDERTAKE RESEARCH FOR A BUILDING DESIGN RELATED PROJECT

Content This unit relates to the development of skills and knowledge to design, execute and document the research for a building design related project.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

LCWN APPLY PRINCIPLES OF TIMBER FRAMING DESIGN TO ONE OR TWO STOREY BUILDINGS

Prerequisite(s) Where related units form an integral part of workplace responsibilities and roles, these units should be co-assessed.

Content Determine from plans and specifications, size, span and spacing of structural members for ceiling and roof framing; Determine from plans and specifications the permanent wind bracing requirements for nominated design gust wind speeds; Determine from plans and specifications the size, span and spacings of structural members for timber wall frames; Determine from plans and specifications the size, span and spacing of structural members for time stumps, floor bearers and joists.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

MEM1.1FA UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION

Content Communicate information about tasks, processes, events or skills; Take part in group discussion to achieve appropriate work outcomes; Represent views of group to others.

Unit Weight Points 0-2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM1.2FA APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT

Content Follow safe work practices; Report workplace hazards; Follow emergency procedures.

Unit Weight Points 0-2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM1.3FA APPLY QUALITY PROCEDURES

Content Take responsibility for own quality; Apply standard procedures of workplace quality to own job.

Unit Weight Points 0-2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM1.4FA PLAN TO UNDERTAKE A ROUTINE TASK

Content Identify task requirements; Plan steps required to complete task; Review plan.

Unit Weight Points 0-2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.10C5A WRITE REPORTS

Content Communicate concepts in writing.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM2.11C5A RESEARCH AND PREPARE PRESENTATIONS AND REPORTS

Content Research information; Analyse information; Summarise and organise technical data.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM2.13C5A PERFORM MATHEMATICAL COMPUTATIONS

Prerequisite(s) MEM2.7C10A Perform Computations – Basic, MEM2.8C10A Perform Computations.

Content Perform calculations involving the six trigonometrical ratios; Apply the sine and cosine rule in the solution of problems; Perform simple algebraic operations; Use geometrical principles in the solution of problems; Calculate areas and volumes of complex shapes.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM2.14C5A USE GRAPHICAL TECHNIQUES & PERFORM SIMPLE STATISTICAL COMPUTATIONS

Content Read and construct graphs from given or determined data; Perform basic statistical calculations.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM2.15C5A OPERATE IN AN AUTONOMOUS TEAM ENVIRONMENT

Content Determine work roles of team members; Participate in team planning; Operate as a team member; Monitor and review team performance; Implement team performance improvements.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM2.16C5A INTERPRET QUALITY SPECIFICATIONS AND MANUALS

Content Identify and access all documentation; Interpret documentation; Explain documentation; Monitor quality processes/systems.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM2.1C12A APPLY QUALITY SYSTEMS

Content Understand and follow standard operational or specification requirements; Engage in quality improvement.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.2C11A ORGANISE AND ANALYSE INFORMATION

Content Access information and/or records; Give verbal and/or written reports.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.3C11A OPERATE IN A WORK BASED TEAM ENVIRONMENT

Content Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.3C11B OPERATE IN A WORK BASED TEAM ENVIRONMENT

Content Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.

Unit Weight Points 2 Points

Nominal Hours 40 Hours

Assessment As per endorsed training package

MEM2.4C11A ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING

Content Determine role of on-the-job training; Provide on-the-job training; Report on trainee performance.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.5C11A MEASURE WITH GRADUATED DEVICES

Content Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.6C10A PLAN A COMPLETE ACTIVITY

Content Identify activity requirements; Plan process to complete activity; Modify plan.

Unit Weight Points 4 Points

Nominal Hours 40 Hours

Assessment As per endorsed training package

MEM2.7C10A PERFORM COMPUTATIONS – BASIC

Content Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.8C10A PERFORM COMPUTATIONS

Prerequisite(s) MEM2.7C10 Perform Computations – Basic.

Content Estimate approximate answers; Perform basic calculations involving percentages; Apply the four basic rules to algebraic expression; Perform basic calculations involving proportions; Interpret charts and graphs; Produce charts and graphs from given information.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM2.9C10A PERFORM COMPUTER OPERATIONS

Content Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM3.1AA MANUAL PRODUCTION ASSEMBLY

Content Read and understand job sheets; Select assembly equipment and components; Assemble components; Perform tests; Protect assembly from damage.

Nominal Hours 4 Points

Assessment As per accredited curriculum

MEM3.2AA PRECISION ASSEMBLY

Content Read and understand job sheets; Select and use assembly tools and equipment; Assemble engineering components; Adjust mechanical assemblies; Protect assembly from damage.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM5.10AA UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING

Content Select and set up forming/shaping equipment for a specific operation; Operate forming/shaping equipment; Forming and shaping material.

Unit Weight Points 8 Points

Assessment As per endorsed training package

MEM5.11AB ASSEMBLE FABRICATED COMPONENTS

Content Identify assembly method and construct jigs if required; Ensure all components for assembly are available; Select tools and fixtures for fabrication assembly; Assemble fabricated components.

Unit Weight Points 8 Points

Assessment As per endorsed training package

MEM5.12AB PERFORM ROUTINE MANUAL METAL ARC WELDING

Content Determine weld requirement; Prepare materials for welding; Select welding machine settings, electrodes and/or wire; Perform routine welding.

Unit Weight Points 2-4 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM5.13AB PERFORM MANUAL PRODUCTION WELDING

Content Tack and/or weld material using appropriate welding process.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM5.14AB MONITOR QUALITY OF PRODUCTION WELDING/FABRICATIONS

Content Monitor quality of welded products; Initiate testing when required; Undertake procedure's reporting.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM5.15AB WELD USING MANUAL METAL ARC WELDING PROCESS

Content Prepare materials for welding; Select welding machine settings and electrodes; Assemble and set up welding equipment; Identify distortion prevention measures; Weld materials by correct process to quality described in AS1554 General Purpose or equivalent.

Unit Weight Points 6 Points

Assessment As per endorsed training package

MEM5.16AB PERFORM ADVANCED WELDING USING MANUAL METAL ARC WELDING PROCESS

Content Select welding settings and electrodes; Assemble welding equipment; Weld joint to meet quality as described in Australian Standard 1554, Structural Purpose or equivalent; Inspect welds; Correct faults; Maintain weld records.

Unit Weight Points 8 Points

Assessment As per endorsed training package

MEM5.17AB WELD USING GAS METAL ARC WELDING PROCESS

Content Prepare materials for welding; Select welding machine settings and electrodes; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints to Australian Standard 1554 General Purpose; Inspect welds; Correct faults; Maintain weld records.

Unit Weight Points 6 Points

Assessment As per endorsed training package

MEM5.18AB PERFORM ADVANCED WELDING USING GAS METAL ARC WELDING PROCESS

Content Prepare welding materials and equipment; Weld joints to code requirements using GMAW; Assess weld quality and rectify faults.

Unit Weight Points 8 Points

Assessment As per accredited curriculum

MEM5.19AB WELD USING GAS TUNGSTEN ARC WELDING PROCESS (GTAW)

Content Prepare materials for welding; Select welding settings and consumables; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints by correct process to Australian Standard 1554 General Purpose; Inspect joints; Correct faults.

Unit Weight Points 6 Points

Assessment As per endorsed training package

MEM5.1AA MANUAL SOLDERING/DESOLDERING – ELECTRICAL/ELECTRONIC COMPONENTS

Content Prepare materials for soldering; Solder materials; Inspect solder joints; Undertake desoldering.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM5.20AB PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS

Content Select welding settings and consumables; Assemble welding equipment; Weld joints to meet Australian Standard 1554 Structural Purpose; Inspect welds; Correct faults; Maintain weld records.

Unit Weight Points 8 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM5.21A WELD USING OXYACETYLENE WELDING PROCESS (OAW) FUEL GAS WELDING

Content Prepare materials for welding; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints to Australian Standard 1554 GP or equivalent; Inspect welds; Correct welds.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM5.22AB PERFORM ADVANCED WELDING USING OXYACETYLENE WELDING PROCESS (OAW)

Content Select weld equipment and consumables; Assemble weld equipment; Weld joints to Australian 1554 SP or equivalent; Inspect welds; Correct faults; Maintain weld records.

Unit Weight Points 8 Points

Assessment As per endorsed training package

MEM5.23AB WELD USING SUBMERGED ARC WELDING PROCESS

Content Prepare material for welding; Select weld machine settings and consumables; Assemble and set up welding equipment; Identify distortion prevention methods; Weld joints using submerged arc by correct process; Inspect welds; Correct faults; Maintain weld records.

Unit Weight Points 6 Points

Assessment As per endorsed training package

MEM5.24BA PERFORM WELDING SUPERVISION

Content Prepare and determine welding procedure; Qualify welders to required procedures; Monitor/maintain quality assurance and safety procedures; Prepare documents; Arrange for non-destructive testing and destructive testing.

Unit Weight Points 12 Points

Assessment As per endorsed training package

MEM5.25BB PERFORM WELDING/FABRICATION INSPECTION

Content Select and organise/conduct appropriate non-destructive test procedures or verify previous test procedures; Establish welding procedure; Validate welding procedures; Ensure quality assurance procedures are carried out; Monitor procedures in progress.

Unit Weight Points 12 Points

Assessment As per endorsed training package

MEM5.26AA APPLY WELDING PRINCIPLES

Content Apply all statutory and regulatory requirements to welding procedures; Interpret all welding terms, codes and symbols; Determine the effects of heat treatment on metal in relation to welding; Identify the logical sequence of events involved in planning a welding operation.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM5.36AB REPAIR/REPLACE/MODIFY FABRICATIONS

Content Assess and process repair/replacement/modification requirement; Assess and process material requirements; Prepare materials; Repair/replacement or modification carried out; Repair, replacements and/or modification finished and inspected.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM5.37AA GEOMETRIC DEVELOPMENT

Content Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.

Unit Weight Points 6 Points

Assessment As per endorsed training package

MEM5.38AA ADVANCED GEOMETRIC DEVELOPMENT – CYLINDRICAL/RECTANGULAR

Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from engineering drawings.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM5.39AA ADVANCED GEOMETRIC DEVELOPMENT – CONICAL

Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from engineering drawings.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM5.3AA SOFT SOLDERING (BASIC)

Content Identify job requirements; Undertake soft soldering.

Unit Weight Points 2 Points

Assessment As per accredited curriculum

MEM5.40AA ADVANCED GEOMETRIC DEVELOPMENT – TRANSITION

Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of material from engineering drawings.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM5.41AA WELD USING POWDER FLAME SPRAYING

Content Prepare work for spray welding; Select spray welding equipment and powders; Set up spray welding equipment; Implement distortion prevention/control measures; Spray weld material; Inspect spray weld.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM5.4AB PERFORM ROUTINE OXYACETYLENE WELDING (FUEL GAS WELDING)

Content Prepare materials for welding; Assemble and set up welding equipment; Select welding equipment, setting and consumables.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM5.5AA CARRY OUT MECHANICAL CUTTING

Content Determine job requirements; Select/set up machine tooling; Operate mechanical cutting machine; Check material for conformance to specification.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM5.6AA PERFORM BRAZING AND/OR SILVER SOLDERING

Content Prepare materials and equipment; Braze and/or silver solder; Inspect joints.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM5.7AB MANUAL HEATING AND THERMAL CUTTING

Content Assemble/disassemble plant, equipment for manual heating, thermal cutting and gouging; Operate heating and/or thermal cutting and gouging equipment.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM5.8AB ADVANCED MANUAL THERMAL CUTTING GOUGING AND SHAPING

Content Assemble/disassemble plant, equipment for manual thermal cutting, gouging and shaping; Select equipment settings and consumables; operate hand held thermal cutting and shaping equipment.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM5.9AB AUTOMATED THERMAL CUTTING

Content Set up material; Set up and use automated cutting machine; Use automated thermal cutting machine.

Unit Weight Points 2 Points

Assessment As per accredited curriculum

MEM6.3AB CARRY OUT HEAT TREATMENT

Content Determine requirements of job; Select heat treatment equipment; Set up equipment; Work safely with hot metals; Heat treat material; Identify hazardous conditions.

Unit Weight Points 6 Points

Assessment As per accredited curriculum

MEM6.4AA SELECT HEAT TREATMENT PROCESSES AND TEST FINISHED PRODUCT

Content Determine requirements of job; Maintain documentation of jobs; Test material.

Unit Weight Points 6 Points

Assessment As per accredited curriculum

MEM6.7AA PERFORM BASIC INCIDENTAL HEAT/QUENCHING, TEMPERING, AND ANNEALING

Content Determine job requirements; Setup equipment for heat/quenching tempering and annealing; Operate heating equipment.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM7.1AA OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT

Content Undertake programmed safety and maintenance checks; Undertake programmed maintenance.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM7.10AA PERFORM TOOL AND CUTTER GRINDING OPERATIONS

Prerequisite(s) MEM12.3A Precision Mechanical Measurement, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM7.8A Perform Milling Operations, MEM7.5A Perform General Machining.

Content Observe safety precautions; Determine job requirements; Select appropriate tool and cutter grinding wheels and accessories; Perform tool and cutter grinding; Check components for conformance to specification.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.11AA COMPLEX MILLING OPERATIONS

Prerequisite(s) MEM2.13C5A Perform mathematical computations, MEM7.5A Perform general machining, 7.7A, MEM9.2A Interpret technical drawing, MEM12.3A Precision mechanical measurement, MEM18.1A Use hand tools.

Content Setup work; Identify inserts from International Standard Organisation standards; Perform complex milling.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.12AA COMPLEX GRINDING OPERATIONS

Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM12.3A Precision Mechanical Measurement, MEM7.8A Perform Milling Operations.

Content Determine job requirements; Setup work; Perform complex grinding; Check components for conformance to specification.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.1AA OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT

Content Undertake programmed safety and maintenance checks; Undertake programmed maintenance.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM7.21AA PERFORM COMPLEX LATHE OPERATIONS

Prerequisite(s) MEM2.13C5A Perform mathematical Computations, MEM7.5A Perform General Machining, MEM7.6A Perform Lathe Operations, MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM18.1A Use Hand Tools.

Content Accurately setup work; Identify inserts from International Standard Organisation or other appropriate standards; Perform complex turning.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.2AA PERFORM PRECISION SHAPING/PLANING/SLOTTING OPERATION

Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.

Content Observe safety precautions; Determine job requirements; Perform precision shaping operations; Perform precision planing operations; Perform precision slotting operations; Check component for conformance to specification.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM7.5AA PERFORM GENERAL MACHINING

Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools

Content Determine job requirements; Determine sequence of operations; Perform machining operations; Measure components; Adjust and maintain machine.

Unit Weight Points 8 Points

Assessment As per endorsed training package

MEM7.6AA PERFORM LATHE OPERATIONS

Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.

Content Observe safety precautions; Determine job requirements; Mount job; Perform turning operations; Check components for conformance with specifications.

Unit Weight Points 4-8 Points

Assessment As per endorsed training package

MEM7.7AA PERFORM MILLING OPERATIONS

Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.

Content Observe safety precautions; Determine job requirements; Check components for conformance to specification.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM7.8AB PERFORM GRINDING OPERATIONS

Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.

Content Determine job requirements; Observe safety precautions; Select appropriate wheels and accessories; Perform grinding operations; Check components for conformance with specifications.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM7.9AA PERFORM PRECISION JIG BORING OPERATIONS

Prerequisite(s) MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.

Content Observe safety precautions; Determine job requirements; Select appropriate tools and accessories; Mount job; Perform jig boring; Check components for conformance to specification.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM9.11AA APPLY BASIC ENGINEERING DESIGN CONCEPTS

Content Determine design requirements; Create design.

Unit Weight Points 6 Points

Nominal Hours 60 Hours

Assessment As per accredited curriculum

MEM9.1AA DRAW AND INTERPRET SKETCH

Content Prepare freehand sketch; Interpret details from freehand and sketch.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM9.2AA INTERPRET TECHNICAL DRAWING

Content Interpret technical drawings; Select correct technical drawing.

Unit Weight Points 4 Points

Nominal Hours 40 Hours

Assessment As per endorsed training package

MEM9.3AA PREPARE BASIC ENGINEERING DRAWING

Content Identify drawing requirements; Prepare or make changes to engineering drawing; Prepare engineering parts list; Issue drawing.

Unit Weight Points 8 Points

Assessment As per accredited curriculum

MEM9.5AA BASIC ENGINEERING DETAIL DRAFTING

Content Prepare assembly, layout and detail drafting; Determine component and/or material requirement.

Unit Weight Points 8 Points

Assessment As per accredited curriculum

MEM9.6BA ADVANCED ENGINEERING DETAIL DRAFTING

Content Prepare assembly, layout and detail drawing; Interpret specifications and select material, components and/or assemblies.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM9.7BA ADVANCED MECHANICAL DETAIL DRAFTING

Content Prepare mechanical assembly, layout and detail drawing.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM9.8BA ADVANCED STRUCTURAL DETAIL DRAFTING

Content Prepare fabrication/structural assembly, layout and detail drawing.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM10.10AA INSTALL PIPEWORK AND PIPEWORK ASSEMBLIES

Content Plan the installation; Pipework and pipework assemblies prepared for assembly; Install pipework and assemblies.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM10.1AB ERECT STRUCTURES

Content Inspect and prepare erection site; Erect structures.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM10.6AA INSTALL MACHINE/PLANT

Content Inspect and prepare installation site; Install machine/plant.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM11.11AA MANUAL HANDLING

Content Lift materials manually; Move/shift materials manually.

Unit Weight Points 2 Points

Assessment As per accredited curriculum

MEM11.4AA UNDERTAKE DOGGING/CRANE CHASING

Content Attach lifting gear to loads; Move loads.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM12.1AA USE COMPARISON & BASIC MEASURING DEVICES

Content Select and use comparison and/or basic measuring devices; Maintain comparison and/or basic measuring devices.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM12.3AA PRECISION MECHANICAL MEASUREMENT

Content Use precision measuring equipment; Set comparative measuring devices; Maintain precision equipment.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM12.6AA MARK OUT/OFF (GENERAL ENGINEERING)

Prerequisite(s) MEM9.2A Interpret Technical Drawing.

Content Determine job requirements; Transfer dimension; Make templates as required.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM12.7AA MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES

Content Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns and/or transfer measurements to structure; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.

Unit Weight Points 2-4 Points

Nominal Hours 40 Hours

Assessment As per endorsed training package

MEM13.1AA PERFORM EMERGENCY FIRST AID

Content Perform emergency first aid.

Unit Weight Points 1 Point

Assessment As per accredited curriculum

MEM13.2AA UNDERTAKE OCCUPATIONAL HEALTH AND SAFETY ACTIVITIES IN THE WORKPLACE

Content Apply principles of OHS in a workplace; Carry out safety audit; Identify health and safety improvements; Follow requirements of enterprise OHS program including emergency procedures.

Unit Weight Points 2 Points

Assessment As per accredited curriculum

MEM13.3AA WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS

Content Use personal protection equipment; Identify emergency procedures; Observe safe working practices.

Unit Weight Points 2-3 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM14.1BA SCHEDULE MATERIAL DELIVERIES

Content Identify material requirements; Schedule material delivery.

Unit Weight Points 8 Points

Assessment As per accredited curriculum

MEM14.2BA BASIC PROCESS PLANNING

Content Review process specifications; Determine production sequence.

Unit Weight Points 8 Points

Assessment As per accredited curriculum

MEM14.3BA UNDERTAKE BASIC PRODUCTION SCHEDULING

Content Identify production requirements and capacities; Prepare schedule for production of a component/part.

Unit Weight Points 8 Points

Assessment As per accredited curriculum

MEM15.10BA PERFORM LABORATORY PROCEDURES

Content Work under laboratory conditions; Perform calibration; Write reports; Verify quality status.

Unit Weight Points 8 Points

Assessment As per accredited curriculum

MEM15.4AA PERFORM INSPECTION (BASIC)

Content Inspect products; Keep records; Provide feedback.

Unit Weight Points 2 Points

Assessment As per accredited curriculum

MEM15.5AA PERFORM INSPECTION (ADVANCED)

Content Select inspection/test procedures; Control inspection/test environment and equipment.

Unit Weight Points 4 Points

Assessment As per accredited curriculum

MEM16.1BA GIVE FORMAL PRESENTATIONS AND TAKE PART IN MEETINGS

Content Participate in formal meetings; Give formal presentations.

Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM17.1AA ASSIST IN DEVELOPMENT AND DELIVER TRAINING IN THE WORKPLACE

Content Plan for delivery of on-the-job training; Deliver on-the-job training; Review training program.

Unit Weight Points 2 Points

Assessment As per accredited curriculum

MEM17.2AA CONDUCT WORKPLACE ASSESSMENT

Content Identify and plan assessment requirements; Carry out assessment; Record results and review the procedure.

Unit Weight Points 2 Points

Assessment As per accredited curriculum

MEM18.18AB MAINTAIN PNEUMATIC SYSTEM COMPONENTS

Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.

Content Check pneumatic system components; Identify, repair/replace faulty pneumatic system components.

Unit Weight Points 4 Points

Nominal Hours 60 Hours

Assessment As per endorsed training package

MEM18.19AA MAINTAIN & REPAIR PNEUMATIC SYSTEMS

Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.55A Dismantle, replace & assemble engineering components, MEM18.18A Maintain pneumatic systems.

Content Undertake preventative maintenance checks/adjustments on pneumatic systems; Undertake fault finding on pneumatic systems; Repair and/or overhaul pneumatic power system; Recommission pneumatic system.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM18.1AB USE HAND TOOLS

Content Use hand tools.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM18.20AB MAINTAIN HYDRAULIC SYSTEM COMPONENTS

Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.

Content Check hydraulic system components; Identify, repair/replace faulty hydraulic system components.

Unit Weight Points 4 Points

Nominal Hours 80 Hours

Assessment As per endorsed training package

MEM18.21AA MAINTAIN AND REPAIR HYDRAULIC SYSTEMS

Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use and tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.20A Maintain hydraulic systems.

Content Undertake preventative maintenance checks/adjustments on hydraulic systems; Undertake fault finding on hydraulic systems; Repair and/or overhaul hydraulic system; Recommission hydraulic system.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM18.2AA USE HAND TOOLS/HAND HELD OPERATIONS

Content Use power tools.

Unit Weight Points 2 Points

Nominal Hours 20 Hours

Assessment As per endorsed training package

MEM18.3AB USE TOOLS FOR PRECISION WORK

Prerequisite(s) MEM18.2A Use Hand Power Tools.

Content Use tools to produce precision work to specifications; Tools and equipment stored appropriately.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM18.5AA BEARINGS-FAULT DIAGNOSE, INSTALLATION & REMOVAL

Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, 18.55A.

Content Perform routine bearing checks during operation and non-operation; Diagnose bearing faults; Identify bearing requirements for replacement or installation; Remove bearings; Install plain bearings; Install anti-friction bearings.

Unit Weight Points 4 Points

Assessment As per endorsed training package

MEM18.55AA DISMANTLE, REPLACE & ASSEMBLE ENGINEERING COMPONENTS

Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM18.1A Use Hand Tools, MEM18.2A Use hand power tools.

Content Dismantle engineering components; Identify faulty components; Select replacement components; Assemble engineering components into assemblies or sub-assemblies.

Unit Weight Points 3 Points

Assessment As per endorsed training package

MEM18.6AA DISMANTLE/REPAIR/REPLACE/ASSEMBLE & FIT ENGINEERING COMPONENTS

Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, MEM18.55A Dismantle, Replace & Assemble Engineering Components.

Content Dismantle and inspect engineering components; Repair/Replace faulty components; Manufacture parts/components; Fit engineering components into assemblies or sub-assemblies

Unit Weight Points 6 Points

Assessment As per endorsed training package

MPM021 PURCHASING AND INVENTORY FUNDAMENTALS

Content The role of the purchasing function; Select a source that satisfies requisite needs and organisational requirements; Place a purchase order; Select an alternative method to placing a purchase order; Select a purchasing agreement; Supplier performance systems; Describe the relationship between Purchasing and Accounting functions; compare the major methods of inventory tracking and holding strategies.

Nominal Hours 50 Hours

Assessment As per accredited curriculum.

MPM022 PURCHASING POLICY

Content The purchasing function's role in achieving organisational objectives; Develop policy and procedures for the purchasing function that satisfies organisational requirements; Performance measures to monitor the purchasing function; New purchasing agreements; Purchase requisites from overseas sources; Develop a mission statement for the Purchasing Unit.

Nominal Hours 50 Hours

Assessment As per accredited curriculum.

MTMCOR401A MANAGE OWN WORK PERFORMANCE

Content Set and achieve personal goals; Establish and achieve personal work priorities; Maintain and update professional skills and knowledge; Review own work performance.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MTMCOR402A FACILITATE QUALITY ASSURANCE PROCESS

Content Facilitate the ongoing implementation of the QA program in the workplace; Monitor inspection and test records; Respond to non conforming product or processes; Review product samples; Calculate yield, wastage and productivity indicators; Calculate calibration adjustments.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

MTMMP2B APPLY HYGIENE AND SANITATION PRACTICES

Content Clean own work area and equipment during operations; Identify sources of contamination and spoilage; Follow workplace's hygiene and sanitation requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MTMMP3B APPLY QUALITY ASSURANCE PRACTICES

Content Identify hazards and control points; Identify elements of the quality assurance (QA) system; Follow requirements of a hazard analysis and critical control points (HACCP) based QA system; Identify quality control practices in a HACCP based QA system; Perform inspection of own work.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MTMMP4B FOLLOW SAFE WORK POLICIES AND PROCEDURES

Content Fulfil OH&S responsibilities and recognise the OH&S responsibilities of key personnel; Follow workplace OH&S policies and procedures; Follow legal provisions related to OH&S; Contribute to OH&S; Follow workplace requirements for hazard identification and risk control; Follow emergency procedures; Operate machinery safely.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MTMMP5B COMMUNICATE IN THE WORKPLACE

Content Contribute to maintenance and improvement of workplace operations and requirements; Identify key personnel in the workplace; Contribute to positive workplace relations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

MTMMP6B OVERVIEW THE MEAT INDUSTRY

Content Work within industry structure; Apply workplace policies; Follow award/employment agreement provisions; Identify appropriate organisations and associations; Follow equal employment opportunity (EEO) legislative requirements; Demonstrate awareness of environmental issues in the meat industry.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MTMMP70B PARTICIPATE IN OCCUPATIONAL HEALTH AND SAFETY RISK CONTROL PROCESS

Content Participate in workplace inspections; Participate in OH&S risk control process; Monitor implementation of safe work practices; Assist development of safe work practices; Contribute to participative arrangements for the management of OH&S; Contribute to workplace rehabilitation program as appropriate.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

MTMMP72B FACILITATE HYGIENE AND SANITATION PERFORMANCE

Content Interpret statutory and workplace requirements relating to hygiene and sanitation; Monitor hygiene and sanitation performance; Respond to hygiene and sanitation problems.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

NAP710 FINANCIAL ACCOUNTING APPLICATIONS 1

Prerequisite(s) NOS219 Accounting – Basic Reports.

Content Basic management reports and analysis; Incomplete/single entry systems; one-write systems; Not-for-profit organisations.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP719 ACCOUNTING FOR NON-ACCOUNTANTS

Content Accounting concepts; Debits and credits; Double entry bookkeeping; Accounting reports; Limitations of reports; The accounting standard setting process; Analysis of reports; Job and process costing; Incremental and cost-volume-profit analysis; Capital investment decisions, Budgeting process.

Nominal Hours 50-68 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP720 BUSINESS MATHEMATICS

Content Application of percentages; Simple and compound interest; Present and future value of annuities; Depreciation; Straight line graphs.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

NAP721 BUSINESS STATISTICS

Prerequisite(s) NAP720 Business Mathematics.

Content Interpret and use statistical techniques in a variety of business activities; Visual presentation of data; Measures of central tendency and dispersion; Correlation and regression; Elementary probability; The normal distribution; Sampling; Index numbers; Time series and trend analysis.

Nominal Hours 30 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NAP722 ECONOMICS FOR BUSINESS

Content The economic problem – basic concepts; Supply and demand; Markets; The financial sector; The international sector; Macro-economic model of the economy; Economic fluctuations and policies; Micro-economic reform.

Nominal Hours 50-68 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NAP723 MARKETING & PLANNING FOR SMALL BUSINESS

Content Develop a written business plan to enable a business to reach its maximum potential in a competitive environment including: Planning for small business success; Small business marketing; and Business plans for small business.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

NAP750 COMMERCIAL LAW PRINCIPLES

Content Origins of law, Civil liability, Legal entities and business names, Negotiable instruments; Financial Transactions; Reports; Act.

Nominal Hours 35-40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP752 CONTRACT LAW

Content To provide the participant with the knowledge of basic contract law and a selection of speciality contracts applicable within recreation organisation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NAP757 INCOME TAX LAW FOR ACCOUNTANTS

Content Introduction to Income Tax Law; Assessable & exempt income; Allowable deductions; Depreciation; Trading Stock; Rebates; Calculation of Tax Payable; Provisional Tax; Clubs and societies.

Nominal Hours 50-60 Hours

Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 1 – COMMUNICATIONS)

Content Assist to communicate more effectively, both orally and in writing, with the emphasis on their vocational area.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 2 – INDUSTRIAL RELATIONS)

Content Introduction to the concepts and processes of industrial relations; introduction to the metals and engineering industry and its future direction and the career paths open to them.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NBB02 OCCUPATIONAL HEALTH & SAFETY

Content An overview and legal requirements of Occupational Health and Safety in an engineering environment.

Nominal Hours 20-80 Hours

Assessment As per accredited curriculum

NBB05 QUALITY CONCEPTS

Content To enable students who intend to work in the metal and engineering industry, particularly, manufacturing to operate effectively within a structured quality system

Nominal Hours 20-80 Hours

Assessment As per accredited curriculum

NBB06 MACHINING

Content Develop fundamental machining skills.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NBB07 HAND AND POWER TOOLS

Content Develop fundamental skills and knowledge in the use of hand and power tools.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NBB08 ELECTRICAL FUNDAMENTALS

Content This module aims to provide the student with the knowledge and skills to develop fundamental electrical concepts and principles.

Nominal Hours 40 Hours

Assessment Short progressive tests. Practical exercises.

NBB09 WELDING AND THERMAL CUTTING

Content An overview of a range of welding processes, develop fuel gas cutting skills and apply basic welding techniques.

Nominal Hours 40-80 Hours

Assessment As per accredited curriculum

NBB010 FABRICATION TECHNIQUES 1

Content Knowledge and skills to develop fundamental fabrication techniques.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

NBB12 ENGINEERING DRAWING INTERPRETATION 1

Content An overview of engineering drawings and develops the skills and knowledge associated with the reading and interpretation of technical drawings, the application of geometric construction and the detailing of components by freehand sketching.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NBB14 INTRODUCTION TO ELECTRICITY AND ELECTRONICS

Content Demonstrate a knowledge of basic electricity; Describe how a simple electrical circuit operates; Determine the voltage, current, resistance and power dissipated in simple two component series circuits and simple two path parallel and series-parallel circuits; Describe how electricity is distributed in buildings and premises; Identify and describe the system level function of various electrical/electronic devices used to power and control machinery and plant equipment.

Nominal Hours 20

Assessment As per accredited curriculum

NCS001 WORKPLACE COMMUNICATION

Content Simple and routine information using the telephone; Face to face interaction; Document storage; Simple and routine instructions in the workplace; Participate in small informal work groups; Interaction with client, within and external to the organisation; Simple routine matters; Using the telephone and face-to-face contact.

Nominal Hours 20-80 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS002 WRITING SKILLS FOR WORK

Content Competency based training in communication skills to write simple work related documents.

Nominal Hours 20-80 Hours

Assessment As per accredited curriculum

NCS003 JOB SEEKING SKILLS

Content Employment opportunities; Job applications and preparation; Interview techniques; Personal performance evaluation.

Nominal Hours 20-80 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS004 WORK TEAM COMMUNICATION

Content Small group discussions to reach agreement on workplace related issues; Team co-operation to plan and prepare a presentation; Job-related presentations.

Nominal Hours 20-40 Hours

Assessment As per accredited curriculum

NCS005 DEALING WITH CONFLICT

Content Identification of conflict; Strategies for resolving workplace conflict; The role of communication in conflict resolution.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS006 WRITING WORKPLACE DOCUMENTS

Content Plan and write complex workplace letters and documents including: Complaints, Sales, Explanatory, Ministerial, Newsletter articles, Leaflet and Instructions.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS007 PRESENTING INFORMATION

Content Gather, record and convey simple and routine work related information; Give and follow simple instructions; Employ effective writing skills and strategies to prepare simple work related documents.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

NCS009 NEGOTIATION SKILLS

Content Appropriate negotiating skills for resolving conflict and business issues.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS010 TEAM BUILDING COMMUNICATION

Content Select strategies to establish a work team communication climate; Use the communication skills necessary to organise and manage work teams; Represent a work team effectively to others.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

NCS011 CLIENT INTERACTION

Content Plan for establishing and maintaining a working relationship with clients; Establish a working relationship with clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

NCS012 MEETINGS

Content Organising and conducting structured meetings; Recording the outcomes of meetings in the workplace.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS013 INTERVIEWER SKILLS

Content Planning an interview; Preparing interview materials and environment; Organisational policies and procedures; The interview Climate; Questions and questioning techniques; Active listening skills; Note-taking techniques; Follow-up procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

NCS014 SPEAKING IN PUBLIC

Content Speak in a public forum.

Nominal Hours 20 Hours

Assessment As per accredited curriculum.

NCS015 PRESENTING REPORTS

Content Materials research; Information analysis; Solution identification and development; Oral presentation delivery.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS018 DEALING WITH CUSTOMERS AND CLIENTS

Content Communication Skills to effectively interact with customers and clients.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NE05 POWER CONTROL DEVICES

Prerequisite(s) NE03 AC Principles

Content Provide the knowledge and skills of power control using thyristors

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE07 AMPLIFIER PRINCIPLES 1

Prerequisite(s) NE04 Power Supply Principles

Content Provide the knowledge and skills to use amplifier principles and concepts

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE30 ELECTRIC MOTOR PROTECTION AND CONTROL

Prerequisite(s) NE10 A.C. Machines; NE11 D.C. Machines

Content To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE41 CONTROL SYSTEM PRINCIPLES AND APPLICATIONS

Prerequisite(s) NE07 Amplifier Principles; NE30 Electric Motor Control and Protection

Content Provide knowledge and skills to develop control system terminology, components and broad applications

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE75 THYRISTOR APPLICATIONS

Prerequisite(s) NE05 Power Control Devices; NE04 Power Supply Principles

Content Knowledge and skills of power control circuits that use thyristors

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NE177 PROGRAMMABLE LOGIC CONTROLLERS 1

Content This module aims to provide students with the knowledge and skills in programmable control systems using the Programmable Logic Controller.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NF13 THERMAL CUTTING AND ASSOCIATE PROCESSES

Prerequisite(s) (BB09 Welding and Thermal Cutting

Content The knowledge and skills to carry out thermal cutting

Nominal Hours 80 Hours

Assessment As per accredited curriculum

NF65 WELDING CERTIFICATE 1/1E

Content Welding certificate 1/1E

Nominal Hours 60 Hours

Assessment As per accredited curriculum

NF66 WELDING CERTIFICATE 2

Content Welding certificate 2

Nominal Hours 60 Hours

Assessment As per accredited curriculum

NF67 WELDING CERTIFICATE 3/3E

Content Welding certificate 3/3E

Nominal Hours 60 Hours

Assessment As per accredited curriculum

NF68 WELDING CERTIFICATE 4

Content Welding certificate 4

Nominal Hours 60 Hours

Assessment As per accredited curriculum

NF69 WELDING CERTIFICATE 5

Content Welding certificate 5

Nominal Hours 60 Hours

Assessment As per accredited curriculum

NF70 WELDING CERTIFICATE 6

Content Welding certificate 6

Nominal Hours 60 Hours

Assessment As per accredited curriculum

NF71 WELDING CERTIFICATE 7

Content Welding certificate 7

Nominal Hours 60 Hours

Assessment As per accredited curriculum

NF72 WELDING CERTIFICATE 8G

Content Welding certificate 8G

Nominal Hours 60 Hours

Assessment As per accredited curriculum

NF73 WELDING CERTIFICATE 9**Content** Welding certificate 9**Nominal Hours** 60 Hours**Assessment** As per accredited curriculum**NF74 WELDING CERTIFICATE 8 FLUX CORED****Content** Welding certificate 8 flux cored**Nominal Hours** 60 Hours**Assessment** As per accredited curriculum**NGMS101 MANAGING INFORMATION****Content** The purpose of this module is to provide competency based training to develop effective information management skills in the workplace. This module is suitable for participants who have an established work orientation, and who can perform procedural and analytical tasks with minimum control. Some participants will come from workplaces where they already perform tasks without close management and may have responsibility for work group performance.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum**NGMS102 MANAGING OPERATIONS – CUSTOMER SERVICE****Content** Internal and external customers; Formal and informal networks; Customer requirements for products and services; Customer characteristics; Market and price policies; Client feedback; Quality and service levels.**Nominal Hours** 20 Hours**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.**NGMS103 MANAGING OPERATIONS – PRODUCTIVITY****Content** Sources of supply of products and services from both internal and external providers; Current systems and monitoring methods for the acquisition of resources, and the production and delivery of products and services; Systems for monitoring and controlling both resource input, and product quality and service levels; Disruption in the production, quality and/or delivery of products and services; Improvements, corrective actions, and contingency procedures.**Nominal Hours** 20 Hours**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.**NGMS104 MANAGING OPERATIONS – INNOVATION****Prerequisite(s)** NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity.**Content** Current practices and recent developments in respect to services, products, systems, materials, equipment and technology; Appropriate process for identification of opportunities for improvement; Opportunities for improvement.**Nominal Hours** 20 Hours**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.**NGMS106 MANAGING EFFECTIVE WORKING RELATIONSHIPS****Content** Establish and maintain effective working relationships with peers, colleagues, superiors and subordinates.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NGMS107 MANAGING AND DEVELOPING TEAMS****Content** To enable participants to develop skills in managing and developing teams, with the emphasis on work teams.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NGMS108 MANAGING AND ORGANISING WORK FOR GOAL ACHIEVEMENT****Content** Work methods and roles; Monitoring procedures; Goals achievement.**Nominal Hours** 40 Hours**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.**NGMS109 MANAGING PERFORMANCE AND GOAL ACHIEVEMENT****Content** Planning, organising and controlling work and operations to effectively achieve goals.**Nominal Hours** 40 Hours**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.**NGMS111 MANAGING PEOPLE – WORKPLACE PRACTICE****Content** Industrial issues affecting workplace practices; Industrial awards and agreements.**Nominal Hours** 20-40 Hours**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.**NGMS112 MANAGING PEOPLE–RECRUITMENT, SELECTION AND INDUCTION****Content** Training in recruitment, selection and induction of candidates.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NGMS113 MANAGING FINANCE – SETTING AND ACHIEVING BUDGETS****Content** Budgets; Institute related monitoring; Control methods; Actions to achieve budgets.**Nominal Hours** 20-40 Hours**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS114 MANAGING FINANCE – PERFORMANCE

Prerequisite(s) NGMS113 Managing Finance – Setting and Achieving Budgets.

Content Financial implications of operational performance; Analysis and interpretation of operational performance reports; Improving reports and reporting systems.

Nominal Hours 20-40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS115 MANAGING FINANCE – COST AND EFFICIENCY

Content Optimising financial performance through reducing costs whilst improving efficiency; Cost elements and operational performance indicators and outcomes; Cost types, behaviours, trends and variances; Controlling/reducing time input costs.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS116 MANAGING FINANCE – OPERATING AND CAPITAL EXPENDITURE

Prerequisite(s) NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS115 Managing finance – cost and efficiency.

Content Fundamentals of financial management; Maximising financial returns to expenditure; Investment in operating and capital assets; Short and long term investments.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS117 MANAGING GROUP PROBLEM SOLVING AND DECISION MAKING

Content Facilitation skills for group problem solving and decision making processes; Establishing group goals and objectives; Managing the group and achieving goals and objectives.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS118 MANAGING PEOPLE – TRAINING AND DEVELOPMENT

Content Training needs; Plan and promote training programs; deliver and evaluate training.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS201 ENTREPRENEURING AND INNOVATING

Prerequisite(s) NGMS102 Managing operations – customer service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS107 Managing and developing teams, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS117 Managing group problem solving and decision making.

Content Characteristics of organisations that foster entrepreneurial and innovative environments, cultures and behaviours; The nature of entrepreneurship, personality characteristics, skills, attributes and behaviours of successful and effective entrepreneurs; Projects requiring innovative and entrepreneurial action.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS202 FORECASTING FUTURES

Prerequisite(s) NGMS101 Managing Information, NGMS106 Managing Effective Working Relationships, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.

Content Forecast, purposes, systems and parameters; Forecast teams and programs; Decision oriented forecasts; Evaluation forecasting.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS203 ANALYSING ENVIRONMENTS AND ORGANISATIONS

Prerequisite(s) NGMS101 Managing Information, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.

Content Analyse and assess the influence of the general and specific external environments; Influences of interrelationships and interactions of subsystems.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS204 MANAGING STRATEGICALLY

Prerequisite(s) NGMS101 Managing Information, NGMS102 Managing Operations-Customer Service, NGMS103 Managing Operations-Productivity, NGMS104 Managing Operations-Innovation, NGMS108 Managing and Organising Work for Goal Achievement, NGMS201 Entrepreneurial and Innovating, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations.

Content Analyse organisational cultures, philosophies, ethics and associated behaviours; Situational analysis to determine the impact of external influences; Conduct internal situational analysis; Select strategy alternatives; Procedures and processes for implementation, monitoring, maintenance and evaluation of selected strategies and performance.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS205 MANAGING IN AMBIGUITY AND CHANGE

Content The nature of relationships; Behaviours of complex systems and environments; Effectively managing conditions of change, uncertainty and ambiguity.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS206 MAKING DIFFICULT DECISIONS

Prerequisite(s) NGMS107 Managing and developing teams, D638, NGMS117 Managing group problem solving and decision making, NGMS209 Managing self, NGMS203 Analysing environments and organisations, NGMS205 Managing in ambiguity and change.

Content Nature and characteristics of difficult decisions; Variables influencing non-routine, complex or difficult decisions; Nature and probability of successful and unsuccessful organisational outcomes; Implications of success or failure; A range of action and decision strategies; Strategies to evaluate organisational outcomes and personal risk.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS207 LEADING AND VISIONING

Prerequisite(s) NGMS106 Managing effective working relationships, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS117 Managing group problem solving and decision making, NGMS209 Managing self, NGMS202 Forecasting futures, NGMS203 Analysing environments and organisations.

Content Shared vision, mission and goals; Instilling a culture of cooperation, responsiveness, high performance, innovation and continual improvement; Organisational characteristics, attributes; Individual, group and leader behaviours; Vision and strategic leadership behaviours.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS208 DEVELOPING BUSINESS OVERSEAS

Prerequisite(s) NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making, NGMS113 Managing Finance-Setting and Achieving Budgets, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations

Content Strategies to identify and evaluate overseas business opportunities; Plans to access and service overseas business opportunities.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS209 MANAGING SELF

Prerequisite(s) NGMS107 Managing and developing teams, NGMS106 Managing Effective Working Relationships, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.

Content Identifying current competencies and areas for development against agreed criteria; Strategies and actions to extend and enhance personal competence.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS210 MANAGING OPERATIONS AND LOGISTICS

Prerequisite(s) NGMS101 Managing Information, NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity, NGMS104 Managing Operations – Innovation, NGMS105 Managing Operations – Change, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS113 Managing Finance – Setting and Achieving Budgets, NGMS114 Managing Finance – Performance, NGMS115 Managing Finance – Cost and Efficiency, NGMS116 Managing Finance – Operating and Capital Expenditure, NGMS203 Analysing Environments and Organisations, NGMS216 Tactical Marketing

Content Strategies for the implementation of operations and logistics management plans and associated systems and technologies.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS211 MANAGING RISK

Prerequisite(s) NGMS102 Managing operations – customer 120 service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS105 Managing Operations – change, NGMS110 Managing grievances and disputes, NGMS111 Managing people – workplace practice, NGMS112 Managing people – recruitment, selection and induction, NGMS113 Managing finance – setting and achieving budgets, NGMS201 Entrepreneurship and innovating, NGMS202 Forecasting futures, NGMS203 Analysing environments and organisations.

Content Nature, extent and consequences of risk inherent in organisations and organisational activities; Potential risk incidents associated with specified organisational areas, assets, activities, or proposals and estimate consequential costs; Risk management strategies and actions.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS212 MANAGING FOR QUALITY

Prerequisite(s) NGMS101 Managing information, NGMS102 Managing operations – customer service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS105 Managing Operations – change, NGMS107 Managing and developing teams, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS111 Managing people – Workplace practice.

Content Quality, productivity enhancement; Continuous improvement; Culture, systems and processes of the organisation.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS215 ADVOCACY AND INFLUENCE

Prerequisite(s) NGMS101 Managing Information, NGMS106 Managing Effective Working Relationships, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS203 Analysing Environments and Organisations, NGMS205 Managing in Ambiguity and Change, NGMS207 Leading and Visioning.

Content Personal skills and attributes, associations and organisational networks; Strategies and techniques to influence others and achieve desired results and goals.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS216 TACTICAL MARKETING

Prerequisite(s) NGMS101 Managing Information, NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity, NGMS104 Managing Operations – Innovation, NGMS105 Managing Operations – Change, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS113 Managing Finance – Setting and Achieving Budgets, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations

Content Establishing market goals and objectives; Establishing operational strategies and tactics.

Nominal Hours 20-40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NM01 MILLING 1

Prerequisite(s) NBB12 Engineering Drawing Interpretation 1; NBB06 Machining

Content Knowledge and skills to operate milling machines and perform specific operations using milling machines

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM09 COMPUTER NUMERICAL CONTROL MACHINING

Prerequisite(s) NM05 or EA002 Engineering maths A.

Content Definitions, industrial applications, CNC machine sub units, CNC programming, FMS.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

NM10 COMPUTER NUMERICAL CONTROL TURNING 1

Prerequisite(s) NM09 CNC machining.

Content Lathe tooling, cutting conditions, external and internal machining, screw cutting, work holding, CNC programming, setup, program operation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

NM11 COMPUTER NUMERICAL CONTROL TURNING 2

Prerequisite(s) NM10 CNC turning 1.

Content Automatic programming, unmanned projection, C axis, canned cycles, special operations, CNC production turning machines.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

NM12 COMPUTER NUMERICAL CONTROL MILLING 1

Prerequisite(s) NM09 CNC machining.

Content Milling tooling, external and internal machining, CNC programming, setting up milling machines, machine and program operation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

NM13 COMPUTER NUMERICAL CONTROL MILLING 2

Prerequisite(s) NM12 CNC milling 1.

Content Automatic programming, unmanned production, fourth axis, thread milling, advanced programming, canned cycles, CNC production milling machines.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

NM14 ROBOTICS 1

Content Classification, applications. Industrial Robots. Features, specification. Programming of Robots, Safety. End effects. Installation, Maintenance. Special purpose. Social implications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

NM15 FITTING TECHNIQUES 1

Content This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM16 DRILLS & DRILLING MACHINES

Prerequisite(s) NM19 Tool Grinding Offhand; NBB12 Engineering Drawing Interpretation

Content Knowledge and skills to operate and perform specific operation on a drilling machine

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM22 MECHANICAL REPAIR AND INSTALLATION

Prerequisite(s) NM28 Fitting techniques 2.

Content This module aims to provide the student with knowledge and skills to install and repair machining.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM23 PLANT CONDITION MONITORING**Prerequisite(s)** NBB11.**Content** This module aims to provide the student with knowledge and skills to interpret, analyse and integrate data from process control instruments and condition monitoring systems for effective machine preventative and predictive maintenance.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM25 TURNING 1 – PARALLEL****Prerequisite(s)** NBB06 Machining; NBB12 Engineering Drawing Interpretation 1**Content** Knowledge and skills to carry out parallel turning**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM28 FITTING TECHNIQUES 2****Prerequisite(s)** NBB11, NBB09, NM15 Fitting techniques 1.**Content** This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM29 MECHANICAL POWER TRANSMISSION****Prerequisite(s)** NBB07, NBB13.**Content** This module aims to provide the student with knowledge and skills to select, identify the use of and maintain mechanical power transmission components.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM30 FLUID POWER****Content** This module aims to provide the student with knowledge and skills to identify, explain and apply operating principles and components to fluid power systems.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM31 PNEUMATICS 1****Prerequisite(s)** NM30 Fluid power.**Content** This module aims to provide the student with knowledge and skills to maintaining and constructing pneumatic componentry and machine control circuitry.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM32 HYDRAULICS 1****Prerequisite(s)** NM30 Fluid power.**Content** This module aims to provide the student with knowledge and skills to maintaining and constructing hydraulic componentry and machine control circuitry.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM33 FLUID POWER CONTROL 1****Prerequisite(s)** NM32 or NM31, NE160.**Content** This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/pneumatic control systems, and introduces some of the concepts of automation.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM34 AIR COMPRESSION AND DISTRIBUTION****Prerequisite(s)** NBB07.**Content** This module aims to provide the student with knowledge and skills to select air compressors, explain and demonstrate the operation and maintenance procedures of compressors and their distribution systems.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM39 ENGINES 1****Prerequisite(s)** NBB07.**Content** This module aims to provide the student with knowledge and skills to service and repair small two-stroke and four-stroke petrol engines.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM42 WATER PUMPING****Prerequisite(s)** NBB07.**Content** This module aims to provide the student with knowledge and skills to select, install and commission simple water pumps.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM43 PUMPS APPLICATION AND MAINTENANCE/INSTALLATION****Prerequisite(s)** NM42 Water pumping.**Content** This module aims to provide the student with knowledge and skills to select, test and maintain pumping systems.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM45 ELECTRICAL DISCHARGE MACHINING 1 – PROCESS & OPERATION****Prerequisite(s)** NBB06 Machining**Content** Provide the knowledge and skills to use EDM**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM46 PRESS TOOL 1 – INTRODUCTION****Prerequisite(s)** NM44 Engineering Drawing Interpretation 2; NM17 Grinding 1; NM18 Grinding 2; NM01 Milling; NM25 Turning 1**Content** Knowledge and skills in basic Press Tool marking techniques**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM47 PRESS TOOL 2 – BLANK AND PIERCE****Prerequisite(s)** NM46 Press Tools 1 – Introduction**Content** Knowledge and skills to manufacture simple blanking and/or piercing tools, and enable them to function in a tool-room environment**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM48 PRESS TOOL 3 – BEND****Prerequisite(s)** NM46 Press Tools 1 – Introduction; NM02 Milling 2**Content** Knowledge and skills to manufacture simple bending tools and enable them to function in a tool room environment**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum

NM49 PRESS TOOL 4 – DRAW DIES**Prerequisite(s)** NM48 Press Tools 3 – Bend**Content** Knowledge and skills to manufacture simple drawing dies and enable them to function in a tool room environment**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM50 PRESS TOOLS 5 – PROGRESSIVE DIES****Prerequisite(s)** NM49 Press Tools 4 – Draw Dies**Content** Knowledge and skills in the manufacture of simple progressive dies to enable competent functioning in a tool-room environment.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM57 HYDRAULICS 2****Content** This module aims to provide the student with knowledge and skills in the operation, maintenance and construction of hydraulic componentry, transmission systems and machine control circuitry.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM58 HYDRAULICS 3****Content** This module aims to provide the student with knowledge and skills in hydraulic and electro-hydraulic, componentry and control systems.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM59 HYDRAULICS 4****Content** This module aims to provide the student with knowledge and skills of hydraulic components and machine control circuitry.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM60 PNEUMATICS 2****Content** This module aims to provide the student with knowledge and practical skills in the design, construction and maintenance of pneumatic systems and plant.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM61 PNEUMATICS 3****Content** This module aims to provide the student with knowledge and skills of pneumatic logic components and control circuitry.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM62 PNEUMATICS 4****Content** This module aims to provide the student with knowledge and skills in designing and constructing pneumatic logic and sequential control circuitry.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM63 FLUID POWER CONTROL 2****Content** This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/pneumatic control systems using Programmable Logic Controllers.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM64 PRESS TOOL–DRAWING****Prerequisite(s)** NM46 Press Tools 1–Introduction**Content** Provides instruction in the interpretation of press tool – Drawings and practice in the production of detail drawing of individual items.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM81 CAM 1 – CONCEPTS****Prerequisite(s)** EA050 Engineering computing.**Content** Compute aided machining software, CAM files, Drawing tools, File management, Geometry files, Tool path definition, File transfer, CNC files**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum.**NM82 CAM 2 – 2D PROGRAMMING****Prerequisite(s)** NM09 CNC machining, NM81 Cam 1–concepts.**Content** Drawing tools, Views, Mill and Lathe tool paths, File transfer, CMC Files.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum.**NM88 PRESS TOOL MAINTENANCE****Prerequisite(s)** NM01 Milling 1; NM19 Tool Sharpening–Offhand**Content** Knowledge and skills to maintain simple press tools for the press tool industry**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**NM91 CAM 3 – 2D CNC MILL OPERATIONS****Prerequisite(s)** NM12 CNC milling 1, NM82 Cam2 – 2D programming.**Content** Creating CAM geometry/graphics, toolpaths, contour, cutter, compensation, islands/posts, CAM files, editing ENC program files, file communications, fixture, machine operations.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum.**NM92 CAM 4 – CNC LATHE OPERATIONS****Prerequisite** NM82 Cam2–2D programming, NM10 CNC turning 1.**Content** Creating CAM geometry/graphics, toolpaths, contour, cutter, compensation, drill, screw threads, CAM support files, tooling description files, material description files, graphically providing toolpaths, post processing tool paths, editing CNC program files, dry runs/program providing, machine operation.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum.**NM93 CAM 5 – 3D PROGRAMMING****Content** 3D component geometry, create entities/elements, edit geometry, layers/levels, contraction and work planes, AXES, level, machining axes, graphics views viewing axes, 3D machining surfaces, boundary geometry, 3D toolpath surfaces, loft, rev/spun, swept/translated, coons/forms path.**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum.

NM94 CAM 6 – 3D CNC MILL OPERATIONS

Content 3D component geometry, layers, workholding, non toolpath data, colours 3D CNC contour, ruled, loft, rev/spun, sweep/translated, coons. Form patch, machining considerations, surface tolerance roughing suits, combined toolpath surfaces, projected toolpath, trim/bend two 3D surfaces, graphically proving techniques, machine operation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

NM96 PRECISION FITTING & ASSEMBLY

Prerequisite(s) NBB06 Machining; NM16 Drills & Drilling Machines; NBB12 Engineering Drawing Interpretation

Content Provide the knowledge and skills of several precision fitting and assembly techniques used in the production of press tools, moulds, dies, jigs & fixtures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NMRK402 MARKETING LAW

Content Marketing industry practices; historical origins of common law and its growth into commercial law; tortious liability within the business environment; contractual agreements and their effect on business activities; consumer protection offered by common law and various State and Federal enactments; advertising in the workplace and the regulation of practices; regulation of business practices within the marketplace; intellectual and industrial property; consumers and credit contracts; Principal and Agent relationship and how it operates within a commercial context.

Nominal Hours 51 Hours

Assessment As per accredited curriculum.

NMRK441 SELLING PROCESS

Content Role and importance of personal selling; Personal Selling Techniques; Sales positions and human resource needs, communication, buyer behaviour and company knowledge; Company policies, products and competition; Effective sales presentations; Complex negotiation skills; Pre-sale and post-sale activities; territory management; Legal and ethical impacts.

Nominal Hours 50 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK632 INTERNATIONAL MARKETING

Prerequisite(s) NMRK531 Marketing Channels.

Content Basic marketing concepts to address international markets; Australia's current international standing and its operating environment; Methods to analyse opportunities and threats; Entering an International market; Culture.

Nominal Hours 50 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS110.V2 OCCUPATIONAL HEALTH AND SAFETY

Content Occupational Health and Safety legislation, application and responsibilities.

Nominal Hours 10-15 Hours

Assessment A combination of one or more of the following: tests, written work, presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS116 KEYBOARD TECHNIQUES AND OPERATIONS

Content Occupational health and safety practices; Keyboarding techniques and operations; Identifying errors; Recycling techniques.

Nominal Hours 20-80 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS118.V3 COMPUTER OPERATIONS – DATA RETRIEVAL

Content Occupational Health & Safety; Start up a computer; Retrieve, view and close a database file; Retrieve, view and close a spreadsheet file; Retrieve, view and close graphics file; Retrieve, view and close a word processing file; Create, save and print a word processed document; Exit system and store data in accordance with designated procedures; apply recycling techniques.

Nominal Hours 10-80 Hours

Assessment To be advised.

NOS119 WORK ENVIRONMENT

Content Function and structure of public and private organisations; Rights and responsibilities of employers and employees, their reciprocal nature, and the importance of co-operation in the workplace; Principles and implementation of equal opportunity and anti-discrimination as they apply to the workplace.

Nominal Hours 30 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS124 ACCOUNTING TO TRIAL BALANCE

Content Accounting concepts and environment; Entry of details into journals from source documents; Posting to ledgers and extraction of trial balance; Bank reconciliations; Petty cash; Manual payroll.

Nominal Hours 60 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS139 MEETINGS – ORGANISATION

Content Different types of business meetings; documentation for meetings; meeting arrangements; minutes of meeting.

Nominal Hours 20 Hours

Assessment As per accredited curriculum.

NOS140.V2 VOCATIONAL PLACEMENT

Content Participate as a member of an office/workstream undertaking relevant tasks while under supervision.

Nominal Hours 40 Hours

Assessment To be advised

NOS149 PLANNING FOR CHANGE

Content The external and internal environment; Strategies to optimise productivity and meet enterprise objectives; Strategies for supporting the workteam; Maximising productivity in a changing environment.

Nominal Hours 30 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS211 KEYBOARDING – SPEED AND ACCURACY

Prerequisite(s) NOS116 Keyboarding techniques and operations.

Content Occupational health and safety practices; Keying data from straight copy to acquire an Australian Standards Speed Statement; Recycling techniques.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS213 COMPUTER OPERATIONS

Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.

Content Occupational health and safety practice; Electronic file and disk management techniques; Input/output devices; LANS and common network alternatives.

Nominal Hours 15 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS214 WORD PROCESSING FOR OPERATORS

Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals, NOS116 Keyboarding Techniques and Operations.

Content Occupational health and safety practices; Manual and on-line help; Simple usable business documents; Retrieve, edit, name and save documents; File management; Recycling techniques.

Nominal Hours 50 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS215 DATABASE FUNDAMENTALS

Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.

Content Occupational health and safety practices; Manual and on-line help; Accessing/establishing databases; Manipulating data; Creating and modifying a simple database; Report production; File management; Recycling techniques.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS216 SPREADSHEET FUNDAMENTALS

Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.

Content Occupational health and safety practices; Manuals and on-line help; Design, construct, manipulate, edit; format and print a spreadsheet; File management; Recycling techniques.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS219 ACCOUNTING – BASIC REPORTS

Prerequisite(s) NOS124 Accounting to Trial Balance.

Content General journal adjustment; Closing entries and completion of trading; Profit and loss accounts and balance sheets; Preparation of a columnar worksheet and extraction of fully classified financial reports.

Nominal Hours 50 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS222 WORD PROCESSING – INTRODUCTION

Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations – Fundamentals.

Content Occupational health and safety practices; Manuals and on-line help; Create, format, edit, save and print a simple document; Mail-merge documents; File management; Recycling techniques.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS222.V2 WORD PROCESSING FUNDAMENTALS

Prerequisite(s) To be advised.

Content Occupational health and safety practices; Manuals and on-line help; Create, format, edit, save and print a simple document; Mail-merge documents; File management; Recycling techniques.

Nominal Hours 20 Hours

Assessment To be advised

NOS230 ORGANISATIONAL BEHAVIOUR

Content Theory of Organisational behaviour; Individuality and team management; Perceptions and attitudes; Influences and leadership; Conflict and stress in organisations; Ethics; Organisational culture; Change management.

Nominal Hours 50-54 Hours

Assessment As per accredited curriculum

NOS233 AUDIO TRANSCRIPTION-INTRODUCTION

Content Occupational health and safety practices; Audio equipment maintenance and operations; Transcribing pre-recorded text on keyboard equipment; File management; Recycling techniques.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

NOS250 INTRODUCTION TO THE INTERNET

Prerequisite(s) NOS143 Computer Operations – Fundamental.

Content Basic knowledge of the internet; The purpose and development of the internet; Features of the internet; Services provided; Accessing and locating information on the internet.

Nominal Hours 25 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS304 WORD PROCESSING – ADVANCED OPERATOR

Prerequisite(s) NOS211 Keyboarding speed and accuracy, NOS214 Wordprocessing for operators.

Content Occupational health and safety practices; Complex usable business documents; Retrieve, edit, reformat complex documents; Manipulate existing multi-page documents; Mail-merge documents; File management; Recycling techniques.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS305 TEXT PRODUCTION

Prerequisite(s) NOS116 Keyboarding techniques and operations, NOS211 Keyboarding speed and accuracy.

Content Occupational health and safety practices; Simple usable business documents; Identifying errors; File management; Recycling techniques.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NSW8395A FINANCIAL INSTITUTIONS AND MARKETS

Content History and legislation of Banking in Australia; Financial systems, markets, facilities/instruments; Reserve Bank; Prudential/regulatory supervision; Money supply; Deregulation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

NSW8395B FINANCIAL SALES SKILLS

Content To enable the participant to develop basic knowledge, skills and attitude necessary to effectively carry out personal selling in a busy financial services situation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

NSW8395D PERSONAL AND FINANCIAL MANAGEMENT

Content To enable the participant to develop the skills, knowledge and attitude to best manage personal finance—from commencement of employment to retirement and beyond—so as to gain maximum benefit available from income while minimising the associated risks.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

NSW8395G COMMERCIAL BANKING AND FINANCE

Content Organisation structure and functions of banks; Interaction of liquidity, profitability, risk and return; Capital adequacy and balance sheet management; Lending objectives and policies; Securities portfolio and overall financial management; Personnel marketing; Audit and control functions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

NSW8395H BANKING AND LENDING PRACTICE

Content Banker/customer relationship; Lending principles and practices; Analysis and interpretation of financial statements; Lending practices for personal, small business and corporations.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

NSW8395J FINANCIAL INSTITUTIONS LAW

Content Legislation regulating financial institutions; Rights and liabilities of parties to negotiable instruments; Types of security interests and their registration; Capacity and authority to grant security; Rights of and remedies available to secured creditors.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

NSW8395K INTERNATIONAL BANKING AND FINANCE

Content Historical development of the international monetary system; Function of international financial centres and institutions; Rates of exchange; Categories of foreign exchange risk and their management; Reserve Bank intervention in and monitoring of foreign exchange dealings; Methods of payment in international trade; Trade finance facilities; major instruments of international lending and finance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

NUE052 APPLIED ELECTRICITY 1

Content This module aims to provide students with an understanding of basic electrical principles and concepts including the effects of current flow in various circumstances and the various sources of EMF.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

PMACOM100A RELAY AND RESPOND TO INFORMATION

Content Receive and relay oral and written messages; Interpret oral or written messages; Respond to information.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

PMLCOM300A COMMUNICATE WITH OTHER PEOPLE

Content Receive and act upon instructions; Receive and convey messages; Demonstrate appropriate interpersonal skills; Provide appropriate information.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLCOM500A PROVIDE INFORMATION TO CUSTOMERS

Prerequisite(s) PMLCOM300A Communicate with other people.

Content Assess the request for information and/or advice; Prepare response; Provide information and/or advice; Record details of the request and response.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PMLDATA300A PROCESS AND RECORD DATA

Content Record and store data; Perform laboratory computations; Present data in tables, charts and graphs; Interpret data in tables, charts and graphs; Keep accurate records and maintain their confidentiality.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

PMLDATA500A ANALYSE DATA AND REPORT RESULTS

Prerequisite(s) PMLDATA300A Process and record data.

Content Perform laboratory computations; Analyse trends and relationships in data; Determine variation and/or uncertainty in data distributions; Check for aberrant results; Report results.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

PMLDATA501A USE LABORATORY APPLICATION SOFTWARE

Prerequisite(s) PMLDATA300A Process and record data.

Content Access application software; Use software for specified purposes; Produce reports of retrieved data and/or processed data; Perform simple record housekeeping.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE

Content Clean work preparation areas; Clean and store glassware and equipment; Monitor stocks of laboratory materials and equipment; Contribute to maintenance of laboratory hygiene.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PMLOHS300A WORK SAFELY IN ACCORDANCE WITH DEFINED POLICIES AND PROCEDURES

Content Follow established work practices and instruction aimed at keeping immediate work environment safe; Follow established safe work practices and procedures to maintain safe systems of work; Safely store, collect and dispose of hazardous materials; Respond effectively to incidents, accidents and emergencies; Maintain personal health in the workplace; Refer to relevant regulations and procedures to ensure regulatory requirements are met; Follow risk control measures to minimise environmental hazards.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLORG300A FOLLOW ESTABLISHED WORK PLAN

Content Organise daily work activities; Follow work plan; Modify work plan.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PMLQUAL400A CONTRIBUTE TO ON-GOING DEVELOPMENT OF HACCP PLANS

Content Review HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PMLQUAL401A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES

Content Satisfy quality system requirements in daily work; Analyse opportunities for corrective and/or optimisation action; Recommend corrective and/or optimisation actions; Participate in the implementation of recommended action(s); Participate in the development of continuous improvement strategies.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

PMLSAMP400A OBTAIN REPRESENTATIVE SAMPLES IN ACCORDANCE WITH SAMPLING PLAN

Content Prepare for sampling; Obtain the samples; Prepare sample for testing; Store backup samples; Dispose of waste and spent samples.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLTEAM300A WORK EFFICIENTLY AS PART OF A TEAM

Content Work in a team environment; Complete allocated work; Identify and resolve work problems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PMLTEST300A PERFORM BASIC TESTS

Content Receive, label and store samples for testing; Prepare sample; Perform tests on samples.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PMLTEST301A PERFORM BIOLOGICAL LABORATORY PROCEDURES

Content Prepare specimens for microscopic examination; Stain smears, films, sections and whole mounts; Process plant and animal tissue; Cut sections of plant and animal tissue; Count cells; Work safely to protect the safety of self and other workers.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

PMLTEST302A CALIBRATE TESTING EQUIPMENT AND ASSIST WITH ITS MAINTENANCE

Content Perform set up and pre-use checks of laboratory equipment; Perform calibration checks; Assist with equipment maintenance; Maintain records.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PMLTEST303A PREPARE WORKING SOLUTIONS

Content Safely use laboratory chemicals, glassware and equipment; Make up working solutions; Check existing stock solutions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PMLTEST305A PERFORM ASEPTIC TECHNIQUES

Content Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PMLTEST400A PERFORM INSTRUMENTAL TESTS/PROCEDURES

Prerequisite(s) PMLDATA300A Process and record data, PMLTEST300A Perform basic tests, PMLTEST301A Perform biological laboratory procedures.

Content Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

PMLTEST401A PERFORM NON-INSTRUMENTAL TESTS/PROCEDURES

Prerequisite(s) PMLTEST300A Perform basic tests.

Content Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

PMLTEST402A PREPARE, STANDARDISE AND USE SOLUTIONS**Prerequisite(s)** PMLDATA300A Process and record data.**Content** Prepare solutions; Standardise and use volumetric solutions; Calculate and record data; Monitor the quality of laboratory solutions.**Nominal Hours** 100 Hours**Assessment** As per accredited curriculum**PMLTEST500A CALIBRATE AND MAINTAIN INSTRUMENTS****Prerequisite(s)** PMLTEST300A Perform basic tests or PMLTEST301A Perform biological laboratory procedures.**Content** Perform set up and pre-use safety checks; Perform calibration checks; Maintain equipment.**Nominal Hours** 100 Hours**Assessment** As per accredited curriculum**PMLTEST501A PERFORM MICROBIOLOGICAL TESTS****Prerequisite(s)** PMLTEST305A Perform aseptic techniques, PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.**Content** Receive samples and process associated request forms; Prepare for safe microbiological work and aseptic applications; Process samples for direct examination; Prepare pure cultures for microbiological work and aseptic applications; Perform procedures that can assist in the identification of micro-organisms; Estimate the number and/or size of micro-organisms in samples; Contribute to antibiotic sensitivity testing where required; Maintain records of laboratory work.**Nominal Hours** 140 Hours**Assessment** As per accredited curriculum**PMLTEST502A PERFORM HAEMATOLOGICAL TESTS****Prerequisite(s)** PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.**Content** Process samples and associated request details; Perform tests; Maintain a safe environment; Maintain laboratory records.**Nominal Hours** 135 Hours**Assessment** As per accredited curriculum**PMLTEST503A PERFORM HISTOLOGICAL TESTS****Prerequisite(s)** PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.**Content** Process specimens and associated request forms; Prepare specimens for cut-up; Process tissue; Embed tissue; Cut tissue sections; Stain tissue sections; Contribute to efficient provision of histological services; Maintain a safe environment; Maintain laboratory records.**Nominal Hours** 150 Hours**Assessment** As per accredited curriculum**PMLTEST504A PERFORM CHEMICAL PATHOLOGY TESTS****Prerequisite(s)** PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.**Content** Process samples and associated request forms; Perform tests; Maintain a safe work area and environment; Maintain laboratory records.**Nominal Hours** 130 Hours**Assessment** As per accredited curriculum**PMLTEST506A APPLY SPECTROMETRIC TECHNIQUES****Prerequisite(s)** PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.**Content** Prepare samples; Perform analytical procedures; Report and communicate test results.**Nominal Hours** 200 Hours**Assessment** As per accredited curriculum**PMLTEST507A APPLY CHROMATOGRAPHIC AND ELECTROPHORETIC TECHNIQUES****Prerequisite(s)** PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.**Content** Prepare samples; Perform analytical and/or preparative procedures; Report and communicate results.**Nominal Hours** 200 Hours**Assessment** As per accredited curriculum**PRMWM11A RESPOND TO WASTE EMERGENCY****Prerequisite(s)** Nil**Content** Identify nature of emergency; Respond to emergency; Review emergency response; Assist with clean-up; Document and report emergency.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum**PRMWM15A MOVE WASTE USING LOAD SHIFTING EQUIPMENT****Prerequisite(s)** Nil**Content** Organise for moving; Perform routine checks on load shifting equipment; Start and operate load shifting equipment; Organise for loading; Load and unload waste; Move waste; shut down and secure load shifting equipment; Carry out basic housekeeping and maintenance; Document moving activities.**Required Reading** to be advised**Nominal Hours** 40 Hours**Assessment** As per accredited curriculum**PRMWM44A IDENTIFY WASTES AND HAZARDS****Prerequisite(s)** Nil**Content** Identify wastes; Identify hazards.**Nominal Hours** 15 Hours**Assessment** As per accredited curriculum**PRSSG01A MAINTAIN THE SECURITY OF PREMISES AND PROPERTY****Content** Patrol premises; Monitor installed system on premises; Respond to security alarm calls; Undertake specific site observation.**Nominal Hours** 10 Hours**Assessment** As per accredited curriculum**PRSSG02A CONTROL ACCESS TO AND EXIT OF PREMISES****Content** Control persons entering and leaving the site; Inspect baggage and/or vehicles; Manage vehicular traffic; Check loads and manifests entering and leaving site; Manage access control systems; Lock/unlock buildings.**Nominal Hours** 10 Hours**Assessment** As per accredited curriculum

PRSSG03A MAINTAIN SAFETY OF PREMISES AND PERSONNEL

Content Respond to fire or safety alarm calls; Take preventative action on potential security hazards; Manage emergency situations; Conduct evacuations; Respond to bomb threat.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

PRSSG04A COMMUNICATE IN THE WORKPLACE

Content Act on instructions from supervising staff; Manage information relating to the workplace; Document incidents; Communicate verbally; Interact with the customer; Provide advice to clients, customers and the public.

Nominal Hours 20 Hours

Assessment As per accredited curriculum.

PRSSG05A MANAGE CONFLICT

Content Identify conflict situations; Manage conflict situation.

Nominal Hours 16 Hours

Assessment As per accredited curriculum.

PRSSG06A MAINTAIN OCCUPATIONAL HEALTH AND SAFETY**Prerequisite(s)**

Content Identify OH&S risks; Contribute to the ongoing development of the organisation's OH&S procedures.

Nominal Hours 8 Hours

Assessment As per accredited curriculum.

PRSSG07A MANAGE OWN PERFORMANCE

Content Plan for completion of own workload; Maintain quality of own performance.

Nominal Hours 2 Hours

Assessment As per accredited curriculum

PRSSG08A OPERATE BASIC SECURITY EQUIPMENT

Content Operate communication equipment; Operate computer equipment; Check basic monitoring equipment.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

PRSSG09A APPREHEND OFFENDERS

Content Establish if lawful arrest should be effected; Prepare for apprehension; Perform the arrest; Detain arrested person.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

PRSSG11A ESCORT AND CARRY VALUABLES

Content Prepare for escort assignment; Undertake escort.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

PRSSG12A PROVIDE FOR SAFETY OF PERSONS

Content Identify potential threats to client safety; Escort persons.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

PRSSG13A CONTROL CROWDS

Content Inspect venue; Provide security presence; Monitor crowd size; Respond to potential crowd problems; Monitor crowd behaviour and safety; Direct crowds.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

PRSSG17A MAINTAIN AN EFFECTIVE RELATIONSHIP WITH CLIENTS/CUSTOMERS

Content Maintain a professional image; Meet client/customer requirements; Build credibility with customers/clients.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

PRSSG18A WORK AS PART OF A TEAM

Content Establish role within the team; Build credibility with other team members; Contribute to team effectiveness; Maintain an effective team reporting procedure; Provide back-up support.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

PRSSG19A LEAD SMALL TEAMS

Content Provide team leadership; Allocate responsibilities; Set performance expectations for team members; Maintain team performance; Represent team's concerns to management.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

PRSSG20A INTERPRET INFORMATION FROM ADVANCED SECURITY EQUIPMENT

Content Evaluate information from multiple sources; Respond to situations identified through security systems; Maintain control of security systems.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

PRSSG22A MONITOR FIELD STAFF ACTIVITY FROM CONTROL ROOM

Content Monitor safety of field staff; Monitor security activity of field staff; Coordinate responses to alarm signals.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

PRSSG23A OPERATE SECURITY VEHICLE

Content Maintain vehicle; Drive to/from assignment; Drive in response to an alarm signal or back-up request.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

PRSSG25A PROVIDE EMERGENCY FIRST AID

Content Check site for danger; Provide appropriate emergency treatment; Monitor situation and arrange back-up; Prepare and provide an incident report.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

PRSSG28A INTERPRET AND COMPLY WITH LEGAL AND PROCEDURAL REQUIREMENTS

Content Identify and apply regulatory guidelines to the requirements of the security function; Confirm assignment procedures; Complete relevant documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PSPETHC301A UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE

Content Apply ethical standards; Deal with ethical problems.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PSPGOV202A COMMUNICATE IN THE WORKPLACE

Content Use effective communication in the workplace; Follow routine instructions; Prepare routine written correspondence, notes and records

Nominal Hours To be advised

Assessment As per accredited curriculum

PSPGOV301A WORK EFFECTIVELY IN THE ORGANISATION

Content Evaluate and develop own expertise; Work within the organisational structure and culture; Manage own work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PSPGOV302A CONTRIBUTE TO THE WORKGROUP ACTIVITIES

Content Participate in the workgroup; Assist in training and development in the group; Provide assistance in supervising and guiding workgroup members

Nominal Hours To be advised

Assessment As per accredited curriculum

PSPGOV308A WORK EFFECTIVELY WITH DIVERSITY

Content Demonstrate respect for individual differences; Work effectively with diversity.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PSPGOV401A APPLY KNOWLEDGE OF GOVERNMENT PROCESSES

Content Access information relating to the machinery of government; Apply a knowledge of organisational functions; Apply a knowledge of protocols; Apply a knowledge of legislation and regulations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PSPGOV402A DELIVER AND MONITOR SERVICE TO CLIENTS

Content Identify and define client needs; Deliver client service; Review client service.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

PSPLEGN301A COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR

Content Identify legislative requirements; Comply with legislative requirements; Report incidents of non compliance.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

PSPOHS201A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES

Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PSPOHS401 IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Content This unit covers implementation and monitoring 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 the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC: 7025, 1998)

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PSPPM601A DIRECT PROJECT ACTIVITIES

Content Identify project scope in a strategic context; Acquire project resources; Manage integration of project activities; Evaluate project activities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

PSPPOLI401A SUPPORT POLICY IMPLEMENTATION

Content ? Identify relevant policy; Implement policy; Monitor and report policy implementation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PSPPROC301A PROCURE GOODS OR SERVICES

Content Plan for procurement of goods or services; Establish contractual arrangements; Manage contracts; Complete contractual arrangements.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PSPPROC401A PLAN PROCUREMENT

Content Interpret procurement requirements; Specify procurement requirements; Plan procurement activities; Develop a procurement management strategy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

PSPPROC402A REQUEST AND RECEIVE OFFERS

Content Develop a request for offers; Request and receive offers.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PSPPROC403A AWARD CONTRACTS

Content Select a provider; Formalise contractual arrangements; Debrief market and other stakeholders.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

PSPPROC404A MANAGE CONTRACTS

Content Establish a contract management strategy; Monitor and maintain the performance of a contract; Complete contracts and implement contract review strategy.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

PUXEMEO01A PROVIDE EMERGENCY CARE

Content Identify need for emergency care; Ensure personal safety; Protect casualty and others from further harm; Reassure casualty; Assess casualty and plan course of action; Implement emergency care procedures; Work cooperatively with personnel from other organisations; Recover and restore first aid equipment; Complete documentation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

RTC1801A PREPARE FOR WORK

Content Observe safe work practices; Communicate with others; Contribute to a productive working environment; Follow good environmental practices.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC2701A FOLLOW OHS PROCEDURES

Content Follow workplace procedures for hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining health and safety of all people in the workplace.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC2702A OBSERVE ENVIRONMENTAL WORK PRACTICES

Content Follow environmental workplace practices; Contribute to improved environmental work practices; Recognise and report on a potential environmental threat; Maintain environmental records.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC2704A PROVIDE BASIC FIRST AID

Content Assess the situation; Apply basic first aid techniques.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

RTC2705A WORK EFFECTIVELY IN THE INDUSTRY

Content Obtain information about the industry; Observe employment requirements; Accept responsibility for quality of own work; Plan own work; Contribute to a productive work environment; Promote workplace co-operation; Undertake an activity to workplace requirements.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS

Content Follow routine spoken messages; Perform workplace duties following routine written notices; Obtain and provide information in response to workplace requirements; Complete relevant work related documents; Participate in workplace meeting and discussions.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTC3310A OPERATE SPECIALISED MACHINERY AND EQUIPMENT

Content Select and prepare specialised machinery and equipment for use; Operate specialised machinery and equipment; Complete and report on specialised machinery and equipment operation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RTC3701A RESPOND TO EMERGENCIES

Content Prepare for emergency situations; Implement fire prevention and control on site and in the workshop; Evaluate the emergency; Act in an emergency; Apply essential first aid techniques.

Nominal Hours To be advised

Assessment As per accredited curriculum

RTD3125A RESPOND TO WILDLIFE EMERGENCIES

Content Evaluate wildlife emergency; Implement response to emergency; Coordinate response; Care for affected animals; Determine management options; Remove carcass; Complete debrief and report.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

RUHCORE1A MEET INDUSTRY REQUIREMENTS

Prerequisite(s): To be advised

Content: Agree with employment conditions; Meet workplace employment requirements.

Required Reading: To be advised

Nominal Hours: 10 Hours

Assessment: As per accredited curriculum

RUV2601A CARRY OUT VETERINARY RECEPTION DUTIES

Content Compile patient and client histories; Consult the duty veterinarian; Identify information requirements; Maintain clinic records.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV2602A CARRY OUT DAILY CLINIC ROUTINES

Content Maintain clinic hygiene; Carry out daily treatment of patients; Assist in stock control and clinic security.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV2603A ASSIST WITH SURGERY PREPARATIONS

Content Prepare animal for surgery under direction; Prepare theatre or surgical operating area for use; Provide pre- and postoperative patient care; Clean theatre equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3101A CARRY OUT WORKPLACE OHS PROCEDURES

Content Adapt OHS policies and procedures; Assist in workplace hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining the health and safety of all people in the workplace.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3301A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES

Content Prepare to carry out containment and/or exclusion procedures; Carry out site containment and exclusion procedures; Carry out animal care in a containment and/or exclusion area; Respond to site containment and/or exclusion breach or problem; Respond to site containment and/or exclusion breach or problem.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3302A CONDUCT EUTHANASIA OF RESEARCH ANIMALS

Content Prepare to conduct euthanasia of research animals; Carry out the euthanasia of animals; Complete the euthanasia of animals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3303A MONITOR AND MAINTAIN ANIMALS HEALTH AND WELLBEING

Content Monitor and maintain the physical wellbeing of animals; Identify and act on signs of ill health in animals.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV3304A PROVIDE BEHAVIOURAL ENRICHMENT FOR RESEARCH ANIMALS

Content Identify, provide and maintain accommodation of research animals; Identify and provide appropriate physical, social and food-related enrichment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3305A CARRY OUT SIMPLE BREEDING PROCEDURES

Content Select and prepare animals for breeding; Implement breeding procedures; Perform post-mating procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

RUV3306A WORK WITHIN AN ANIMAL TECHNOLOGY INSTITUTION

Content Access and comply with relevant legislation and information; Work ethically with animals; Identify animals; Anticipate, recognise and respond to signs of distress or grief in self.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3307A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS

Content Prepare for anaesthesia; Prepare animals for anaesthesia procedures; Assist in administering anaesthesia and monitoring animals; Provide post-anaesthetic care for animals; Maintain anaesthetic facilities and equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3402A WORK WITHIN A CAPTIVE ANIMAL INSTITUTION

Content Work effectively within a captive animal institution; Identify and handle animals humanely; Communicate effectively.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV3403A PREPARE AND PRESENT INFORMATION TO THE PUBLIC

Content Prepare a presentation; Conduct presentation; Participate in other interpretive and learning activities.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3404A ASSIST WITH COLLECTION MANAGEMENT

Content Collect, analyse and record data; Assist with collection management.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3406A PREPARE AND MAINTAIN ANIMAL HOUSING

Content Determine housing appropriate to a particular species; Maintain enclosure security; Maintain enclosure hygiene and appearance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3408A PREPARE ANIMAL DIETS AND MONITOR FEEDING

Content Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals; Feed animals.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3409A MONITOR AND MAINTAIN ANIMAL HEALTH

Content Follow effective personal health management practices; Identify healthy animals and report signs of illness or abnormal behaviour; Administer animal treatments; Prepare and maintain a quarantine area.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV3410A CAPTURE, RESTRAIN AND ASSIST IN MOVING ANIMALS

Content Plan the capture and restraint of animals; Capture and restrain animals; Identify animal transportation requirements.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV3412A MONITOR ANIMAL REPRODUCTION

Content Facilitate reproduction; Monitor breeding animals during the period of reproduction; Prepare and assist with birth or hatching; Release native animals to natural environment.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3414A IDENTIFY BEHAVIOURAL NEEDS AND IMPLEMENT IMPROVED HUSBANDRY

Content Observe and record animal behaviour; Assist with managing undesirable animal behaviour; Implement enrichment programs.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3401A REHABILITATE AND RELEASE NATIVE WILDLIFE

Content Provide immediate care for rescued animals; Rehabilitate rescued animals; Release native animals to natural environment.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3405A DEVELOP AN INSTITUTIONAL HUSBANDRY MANUAL

Content Write an institutional husbandry manual; Review and maintain institutional husbandry manuals.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

RUV3407A MAINTAIN EXHIBITS AND ASSIST WITH THEIR DESIGN

Content Assist with enclosure and exhibit design and renovation; Maintain enclosures and exhibits on a daily basis; Detect and control pests.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3411A CARE FOR YOUNG ANIMALS

Content Identify and assist with animal care needs; Monitor health and nutrition requirements for young animals.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3413A CODITION ANIMALS

Content Develop a conditioning plan; Condition a behaviour; Monitor and review a conditioning plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3503A WOK EFFECTIVELY IN THE ANIMAL COMPANION FIELD

Content Organise and complete daily work activities; Work ethically with companion animals; Communicate effectively with clients; Maintain companion animal records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3504A MONITOR AND MAINTAIN HEALTH OF COMPANION ANIMALS

Content Follow effective personal health management practices; Monitor animal health needs; Administer animal treatments.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV3501A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE

Content Provide information and advice on companion animal selection; Advise on housing and environmental requirements; Advise on health and nutritional requirements; Advise on additional products and services; Complete transactions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3505A PROVIDE ENRICHMENT FOR COMPANION ANIMALS

Content Observe and record animal behaviour; Implement enrichment strategies; Record enrichment information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3506A CAPTURE, HANDLE AND TRANSPORT COMPANION ANIMALS

Content Plan the capture and restraint of companion animals; Capture animals; Prepare animals for movement.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV3507A CARRY OUT COMPANION ANIMAL BREEDING PROCEDURES

Content Facilitate reproduction; Implement breeding procedures; Perform post-mating procedures.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV3508A PREPARE COMPANION ANIMAL DIETS AND MONITOR FEEDING

Content Maintain food quality and hygiene standards; Prepare diets and feeding strategies; Breed and euthanase food animals as required; Feed animals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV3509A MAINTAIN AQUASCAPES AND AQUATIC ANIMALS

Content Follow effective personal health management practices; Identify unhealthy aquatic animals; Sample, analyse and adjust aquascape water quality; Administer aquatic animal treatments.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV4601A COORDINATE PATIENT ADMISSION AND DISCHARGE

Content Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients; Implement discharge procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV4602A APPLY RADIOGRAPH ROUTINES

Content Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

RUV4603A PERFORM CLINIC PATHOLOGY PROCEDURES

Content Implement pathology procedures; Perform and record appropriate haematology, blood chemistry tests and other tests; Assist with post-mortem examination.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

RUV4604A PERFORM CLINIC OFFICE PROCEDURES

Content Maintain veterinary supplies; Maintain clinic accounts; Process and prepare correspondence.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV4605A CARRY OUT SURGICAL NURSING ROUTINES

Content Prepare for surgical procedures; Provide support for surgical routines; Monitor patients and anaesthesia; Perform postoperative procedures.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV4606A NURSE ANIMALS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV4607A CARRY OUT MEDICAL NURSING ROUTINES

Content Prepare for and assist with medical procedures; Prepare for specific clinic routines.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

RUV4608A COORDINATE AND PERFORM THEATRE ROUTINES

Content Prepare surgery schedules; Implement surgery preparations; Clean, maintain and store theatre instruments, equipment and supplies; Carry out postoperative theatre routines.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV4609A PROVIDE SPECIFIC ANIMAL CARE ADVICE

Content Provide specific animal health advice; Offer animal care product advice; Advise on animal nutritional requirements; Provide animal behaviour advice.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

RUV4610A CARRY OUT VETERINARY DENTAL NURSING PROCEDURES

Content Perform oral examination; Complete dental chart; Perform dental prophylaxis under veterinary supervision; Assist in the performance of a simple extraction under veterinary supervision.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV4611A PREPARE, DELIVER AND REVIEW ANIMAL CARE EDUCATION PROGRAMS

Content Communicate with local community groups; Prepare animal care education material; Deliver and review animal care education programs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV4612A COORDINATE CLINIC PROMOTIONAL ACTIVITIES

Content Establish, market and implement promotional strategies; Promote clinic.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV4613A DEVELOP AND IMPLEMENT SPECIFIC CLINIC POLICIES

Content Prepare, develop and implement clinic policies; Communicate clinic policies to all personnel.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

RUV5301A CARRY OUT BREEDING PROCEDURES

Content Select animals and prepare for breeding; Implement breeding procedures; Perform post-mating procedures; Name and record animals.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV5302A CARRY OUT POST MORTEM EXAMINATION OF A RESEARCH ANIMAL

Content Prepare to conduct the post-mortem examination; Carry out the post-mortem examination; Complete the post-mortem examination.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV5303A MANAGE NUTRITION OF RESEARCH ANIMALS

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.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

RUV5304A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY

Content Manage animals in accordance with relevant codes of practice and legislative and institutional requirements; Manage the euthanasia of research animals; Manage the operation of and compliance with containment and exclusion procedures; Maintain records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

RUV5305A MONITOR AND MAINTAIN THE HEALTH OF RESEARCH ANIMALS

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.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

RUV5306A PLAN AN ANIMAL TECHNOLOGY FACILITY

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

RUV5307A MANAGE LABORATORY PROCEDURES

Content Manage laboratory testing procedures; Manage biological laboratory procedures; Manage procedures for preparing working solutions; Manage laboratory cleaning procedures.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

RUV5308A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES

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.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

SB01 AN INTRODUCTION TO SMALL BUSINESS

Content Define small business in Australia and the way it is affected by changes in the economy; Outline the characteristics that need to be considered in exploring a small business opportunity; Specify the knowledge, abilities and personal characteristics required to start a successful small business; Select a suitable location and premises for a small business, having regard to the tenancy costs and the constraints of the various laws and regulations; Conduct effective market research; Use marketing to facilitate business success; Develop a successful promotional plan for a small business; Establish an appropriate business structure for a small business, and the legal and protective means required to start up, monitor and maintain a small business; Describe how to establish a business plan, set goals and use appropriate time management strategies.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

SB04 CUSTOMER RELATIONS

Content Identification of customer needs; Staff training in customer service; Handling customer concerns and complaints; Strategies to increase average sales per customer; Quality standards.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB05 TIME MANAGEMENT

Content Reasons for effective time management; Common time wasters and ways to avoid them; A time management plan; Use of time management tools.

Nominal Hours 10 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SRCCRD002A APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK

Content Prepare to undertake work in community recreation; Operate within a community development framework; Meet duty of care and legal responsibilities; Provide a non-discriminatory service; Work within policies and procedures to meet client needs and organisation objectives.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRCCRD003A PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION

Content Identify the issues of people from specific communities; Identify particular requirements of people from specific communities in a recreation context; Respond to particular requirements of people from specific communities in a recreation context.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRCCRD006A IMPLEMENT COMMUNITY INCLUSION PROCESSES FOR PEOPLE WITH A DISABILITY

Content Plan community support in conjunction with people with a disability; Empower people with a disability to communicate their needs and choices; Assist people with a disability to establish relationships with key people; Apply strategies for linking people with a disability to recreation opportunities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRCCRD007A DEVELOP RECREATION PROGRAMS

Content Access ongoing professional development; Operate in accordance with the legal responsibilities of an instructor; Operate in accordance with the ethical responsibilities of an instructor; Operate in accordance with accepted instructional practices; Work with colleagues and support personnel; Develop a philosophy of instruction.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRCCRD008A WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS

Content Identify the role and function of government and other key stakeholders; Identify the key people or positions within government and other key stakeholders; Establish a working relationship with identified key people.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRCCRO001A ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT

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.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRCCRO002A RESPOND TO CLIENTS AT RISK

Content Minimise risk to client, self and others; Direct client at risk to appropriate assistance.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRCCRO003A APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING

Content Prepare for point of sale transactions; Perform point of sale transactions; Complete point of sale transactions; Reconcile takings.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRCCRO004A WORK WITHIN A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM

Content Disburse funds within allocated range.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRCCRO005A DEVELOP A BUDGET FOR A RECREATION INITIATIVE

Content Determine range of resources required for initiative; Determine extent of potential income sources; Undertake and document costing procedures; Draft financial forecast/budgets; Review budget against actual results.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRCCRO009A CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS

Content Prepare for a recreation program; Establish effective communication; Assist the older person to meet physical welfare and social needs through a recreation program.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRCCRO010A CONDUCT A RECREATIONAL PROGRAM FOR PEOPLE WITH A DISABILITY

Content Prepare for program/activity; Establish effective communication; Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRCCRO011A IMPLEMENT A SALES SYSTEM FOR A RECREATION FACILITY OR ORGANISATION

Content Design the sales system; Ensure sales/service staff are trained; Sales system is implemented across recreation facility/organisation; Monitor performance of sales system.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRCCRO012A MANAGE CONTRACTS

Content Establish contract administrative system; Monitor contract; Resolve contractual disputes; Implement contract transition.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRFAER001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS

Content Prepare an exercise to music tape; Plan a group exercise fitness class; Instruct a group exercise to music class; Motivate clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFAQ001A INSTRUCT WATER BASED FITNESS CLASSES FOR THE GENERAL POPULATION

Content Develop a plan for water based fitness classes; Prepare for delivery of a water based fitness class; Display expertise in instruction water based classes, using equipment; Instruct a water based fitness class; Observe client performance during a water based fitness class; Analyse and improve the effectiveness and benefits of a water based fitness class.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

SRFFIT001A PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM

Content Establish rapport with client; Identify general client fitness requirements; Advise client on the benefits and procedures of fitness appraisal and exercise prescription; Deliver and process a basic health screening questionnaire.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRFFIT002A APPLY BASIC EXERCISE SCIENCE TO FITNESS ACTIVITIES

Content Apply basic exercise science to fitness activities; Report on the fitness outcomes.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRFFIT003A UNDERTAKE CLIENT INDUCTION AND SCREENING

Content Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs; Conduct a basic fitness appraisal; Interpret and apply the results of a basic fitness appraisal to the fitness program for a client; Motivate the client.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRFFIT004A DEVELOP BASIC FITNESS PROGRAMS

Content Gather pre-programming information, including a client's current fitness level; Develop a basic exercise plan of general activities suited to client's needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities and fitness appraisals in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client's exercise program in accordance with their progress; Display an appropriate instructional style.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFFIT005A APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION

Content Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instruction clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Support fitness industry clients to adopt the fundamental principles of healthy eating; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRFFIT006A USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT

Content Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRFFIT007A UNDERTAKE ADVANCED EXERCISE PLANNING AND PROGRAMMING

Content Use the principles and variables of programming that underlie the exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plan for fitness industry clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFFIT008A UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION

Content Apply a knowledge of musculoskeletal anatomy to exercise planning, programming, and instruction; Apply related concepts and principles of mechanics to exercise; Apply related concepts of physiology to exercise; Use functional appraisals to monitor physiological adaptations to exercise.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRFFIT009A UNDERTAKE A POSTURAL SCREENING AND APPRAISAL

Content Assess a clients range of joint motion; Analyse a clients static posture; Assess a clients dynamic posture; Analyse a client performing isolation exercises; Analyse a client performing a compound exercise; Work as part of an allied health team.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFFIT010A UTILISE A BROAD RANGE OF FITNESS EQUIPMENT

Content Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardio-vascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFFIT011A PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS

Content Screen clients for health, medical, or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFFIT012A UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS

Content Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFGYM001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT

Content Use the principles and variables of fitness that underpin planning and programming for a range of fitness outcomes; Develop basic fitness plans for apparently healthy clients, after taking into account the client's fitness targets, current fitness level, and history of injuries or illness; Write a range of basic programs for a range of fitness adaptations, based on a prepared fitness plan; Instruct a range of basic programs for clients; Supervise a resistance training gym; Monitor the progress of clients on a range of basic fitness programs, and modify the programs as required to give progressive improvements in fitness; Motivate clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRFOLD001A PLAN AND DELIVER EXERCISE FOR OLDER ADULTS

Content Work with a network of allied health and medical professionals; Develop fitness plans for older adults; Apply fitness assessment protocols and procedures to older adults; Apply older adult exercise guidelines to older adults; Modify exercises to incorporate the physical changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate the social and physiological changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate age related health conditions when planning exercise for older adults; Motivate a group of older adults.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRFPTI001A PLAN AND DELIVER PERSONAL TRAINING

Content Establish a personal training client base; Explain the concept of personal training to clients; Prepare personal training exercise plans; Instruct clients using the different learning styles and instructional techniques; Improve client exercise adherence; Apply motivational and teaching skills to a long term client.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRFSPP001A PLAN AND DELIVER ADVANCED EXERCISE TO SPECIFIC POPULATIONS

Content Establish a specific population client base; Analyse the need to adapt a fitness program; Prepare session plans; Instruct clients; Explain to clients the factors affecting exercise adherence; Apply exercise guidelines to a special population; Work with a network of health and medical professionals; Motivate a specific population.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SROOPS001A IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES

Content Determine the environmental impacts of outdoor recreation activities; Adopt minimal impact practices.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SROORE001A PREPARE TO PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS

Content Make logistical arrangements; Select suitable outdoor equipment; Identify and plan for food requirements; Identify and plan for water needs and usage; Identify and plan clothing requirements.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

SROORE002A PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS

Content Use outdoor equipment correctly; Maintain physiological well-being; Participate in an outdoor activity.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRSAFT016A DEVELOP THE ADVANCED SKILLS OF AUSTRALIAN FOOTBALL

Content Analyse an advanced skill of Australian football; Undertake drills, activities and/or games to develop the advanced skills of Australian football; Perform the advanced skills of Australian

football under match conditions; Review and adapt the advanced skills in response to feedback.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

SRSAFT017A DEVELOP THE ADVANCED TACTICS OF AUSTRALIAN FOOTBALL

Content Develop advanced tactics of Australian football; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the match; Participate in a post-match analysis and follow-up.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

SRSCGP001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES

Content Access ongoing coach education; Operate in accord with the legal responsibilities of a coach; Operate in accord with the ethical responsibilities of a coach; Address drugs in sport issues; Work with officials and support personnel; Perform common coaching styles; Develop a philosophy of coaching.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRSCGP002A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS

Content Use preferred teaching methods and coaching/instructional styles to include special interest groups or people with special needs; Assess athlete's readiness to acquire and perform the activity specific skill/s; Conduct drills, activities and games to teach or develop the skills of special interest groups or people with special needs; Review and adapt the teaching of a skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSCGP003A IMPLEMENT THE FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY

Content Present the fundamental principles of sports psychology to athletes; Implement strategies for using the fundamental principles of sports psychology.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSCGP004A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Content Collect information regarding the basic principles of nutrition for performance; Present the basic principles of nutrition for performance to athlete/s; Implement strategies for using principles of nutrition for performance.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSCGP009A WORK WITH OFFICIALS

Content Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCGP010A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES

Content Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with athletes; Develop and implement strategies for dealing with drugs in sport issues.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCGP011A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY

Content Inform athletes of the psychological approaches for peak sporting performance; Liaise with sports psychology support personnel to assist athletes; Assist athletes to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of athletes.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRSCGP012A SUPPORT ATHLETES TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Content Inform athletes of the nutritional requirements for peak sporting performance; Liaise with nutritional support personnel to assist athletes; Assist athletes to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of athletes.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCGP013A MONITOR COACH WELFARE

Content Develop a plan to address coach welfare; Implement plan to improve coach welfare; Evaluate strategies.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCGP014A IMPLEMENT RECOVERY PROGRAMS

Content Present the principles of recovery, and recovery methods to athlete/s; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the athlete/s.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRSCOA001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES

Content Access ongoing coach education; Operate in accord with the legal and ethical responsibilities of a coach; Address drugs in sports issues; Working with officials and support personnel; Identify common coaching styles; Develop a philosophy of coaching.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRSCOA002A PLAN INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS

Content Establish effective communication; Collect information to plan an individualised training program; Design individualised training programs in consultation with clients; Resource an individualised training program.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

SRS COA003A CONDUCT, MONITOR AND ADJUST AN INDIVIDUALISED PROGRAM OF TRAINING SESSIONS TO IMPROVE SKILLS

Content Assess conditions and prepare clients for participation; Co-ordinate and allocate equipment and/or resources; Establish and maintain effective communication; Assess client's readiness to acquire and/or perform new skills; Conduct drills, activities and/or games to teach or develop relevant sport specific skill/s; Teach relevant sport specific skill/s; Monitor client's participation; Provide feedback on performance; Prepare clients to conclude the program.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRS COA004A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS

Content Evaluate the effectiveness of an individualised training program; Treatment of results; Identify personal development objectives; Analyse and modify an individualised training program; Discuss outcomes of evaluation with clients and support personnel.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

SRS COA005A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS

Content Identify preferred teaching methods and coaching styles to include special interest groups or people with special needs; Assess athletes 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 an intermediate skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRS COA006A IMPLEMENT FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY

Content Identify fundamental principles of sports psychology for the activity; Explain the fundamental principles of sports psychology to clients; Implement strategies for using the fundamental principles of sport psychology.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRS COA007A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Content Collect information regarding the basic principles of nutrition for performance; Explain the basic principles of nutrition for performance to clients; Implement strategies for using principles of nutrition for performance.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRS COA011A WORK WITH OFFICIALS

Content Identify issues regarding working with officials specific to the activity; Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRS COA012A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES

Content Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with clients; Develop and implement strategies for dealing with drugs in sport issues.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRS COA013A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY

Content Identify sports psychology approaches appropriate for peak performance of the activity; Discuss the psychological approaches for peak sporting performance to clients; Liaise with sports psychology support personnel to assist clients; Assist clients to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of a client.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRS COA014A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Content Identify nutritional requirements for peak performance of the activity; Discuss the nutritional requirements for peak sporting performance to clients; Liaise with nutritional support personnel to assist clients; Assist clients to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of a client.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRS COA015A MONITOR COACH WELFARE

Content Identify issues regarding coach welfare specific to the activity and situation of the coach; Develop strategies to promote coach welfare; Implement strategies to develop coach welfare; Evaluate strategies.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRS COA016A IMPLEMENT RECOVERY TRAINING PROGRAMS

Content Identify recovery methods appropriate to the activity; Explain the principles of recovery, and recovery methods to clients; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the client.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRS COP001A PREPARE FOR PUBLIC SPEAKING

Content Prepare for public speaking; Present a talk to a public forum.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRS COP002A PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW

Content Collect information to plan a media interview; Undertake a media interview.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP003A DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS

Content Collect information on personal image and presentation techniques; Demonstrate personal image and presentation skills.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP004A DEVELOP NEGOTIATION SKILLS

Content Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP005A DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS

Content Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP006A COMPLETE A TAX RETURN

Content Collect information on income taxation liabilities in order to complete a tax return; Complete a tax return.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP007A DEVELOP FINANCIAL GOAL SETTING PLAN

Content Collect information to develop a personal budget; Develop a personal budget; Collect information to complete a bank reconciliation; Complete a bank reconciliation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP008A PREPARE A PRE OR POST EVENT MEAL

Content Collect information to plan a pre or post event meal; Prepare a pre or post event meal which meets nutritional requirements for a person participating in a sporting activity.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSCOP011A DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN

Content Collect information for the development of a time management plan; Demonstrate the skills necessary to develop an integrated time management plan.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP012A DEVELOP A TRAVEL AND ACCOMMODATION PLAN

Content Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP013A DEVELOP A CAREER GOAL SETTING PLAN

Content Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP014A PREPARE TO STUDY

Content Develop study skills.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP015A PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS

Content Collect information on informative, motivational and persuasive talks; Prepare an action plan to enhance the speaker's presence during a presentation; Demonstrate the ability to effectively establish rapport with an audience and manage a presentation.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP016A PREPARE FOR A MEDIA INTERVIEW

Content Collect information on the benefits of working cooperatively with the media; Collect information on the effective handling of questions during interviews; Prepare an action plan for an impromptu interview; Demonstrate the appropriate skills required to perform an impromptu interview.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP018A DEVELOP ADVANCED ASSERTIVE COMMUNICATION SKILL

Content Identify different behavioural styles; Develop an action plan for implementing active listening skills; Demonstrate effective use of active listening skills; Demonstrate an ability to successfully communicate with all styles of behaviour.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP019A DEVELOP A SPONSORSHIP PROPOSAL

Content Collect information to prepare a sponsorship proposal; Research the background of potential sponsors; Develop a sponsorship proposal; Develop a plan for on going servicing of sponsors.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSCOP020A DEVELOP A PERSONAL FINANCIAL PLAN

Content Collect information to prepare a personal financial plan; Prepare a personal financial plan.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP021A COLLECT INFORMATION ON CONTRACTS

Content Collect information on the function of a contract as it applies to an athlete and their sport.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSCOP022A COLLECT INFORMATION ON ELITE ATHLETES

Content Collect information on the characteristics of elite athletes.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRSOP026A PREPARE TO PARTICIPATE IN COMPETITION

Content Develop a time management plan; Evaluate the time management plan.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSOL011A DEVELOP THE ADVANCED SKILLS OF GOLF

Content Undertake drills, activities and/or games to develop the advanced skills of golf; Perform the advanced skills of golf under competition conditions; Review and adapt advanced skills in response to feedback.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

SRSOL012A DEVELOP THE ADVANCED TACTICS AND STRATEGIES OF GOLF IN A COMPETITIVE SITUATION

Content Assess player/s readiness to implement advanced tactics and strategies of golf; Perform pre-match/game/competition analysis and preparation; Perform in-match/game/competition analysis and decision making; Perform post-match/game/competition analysis and follow-up.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

SRSOL013A INTERPRET AND APPLY THE RULES OF GOLF AT THE ADVANCED LEVEL

Content Assess conditions for a game; Observe a game and identify information on which to base fundamental decisions; Interpret and apply rules and etiquette in accord with the spirit of the game.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

SRSOL014A PARTICIPATE IN CONDITIONING FOR GOLF

Content Identify physiology elements of golf; Identify and perform basic techniques to improve endurance; Identify and perform basic techniques to improve strength; Identify and perform basic techniques to improve power; Identify and perform basic techniques to improve flexibility.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

SRSNET001A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL

Content Assess conditions for a game; Observe a game and identify information on which to base fundamental decisions; Interpret and apply rules and regulations in accord with the spirit of the game; Communicate decisions and manage the outcomes of decision making while umpiring the game.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSNET002A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL

Content Use basic oral communication skills; Provide oral reports; Use fundamental indications; Use fundamental auditory devices; Make effective use of body language; Receive feedback.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSNET003A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRE NETBALL AT THE BEGINNER LEVEL

Content Adopt appropriate position/s to start or recommence play; Adopt appropriate position/s for general plays; Move appropriately to maintain optimal position to view play throughout the game.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRSNET004A TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL

Content Analyse a fundamental skill of netball; Identify a teaching method to develop the fundamental skills of netball; Conduct drills, activities and/or games to teach or develop the fundamental skills of netball; Review and adapt the teaching of a fundamental skill of netball in response to feedback.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

SRSNET011A DEVELOP THE ADVANCED SKILLS OF NETBALL

Content Analyse an advanced skill of netball; Undertake drills, activities and/or games to develop the advanced skills of netball; Perform the advanced skills of netball under match conditions; Review and adapt the advanced skills in response to feedback.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

SRSNET012A PERFORM THE ADVANCED TACTICS AND STRATEGIES OF NETBALL IN A COMPETITIVE SITUATION

Content Develop advanced tactics and strategies of netball; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the match; Participate in a post-match analysis and follow-up.

Nominal Hours 55 Hours

Assessment As per accredited curriculum

SRSOFF001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

Content Access ongoing official education; Operate in accord with the legal and ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes; Work with officials and support personnel; Identify common officiating styles; Develop a philosophy of officiating.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRSOFF002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Content Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions; Interpret and apply rules and regulations; Communicate decisions and manage outcomes of decision-making.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOFF004A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Content Prepare for a self reflection session; Identify personal development objectives; Conduct a self reflection session; Follow-up self reflection.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOFF005A RESOLVE CONFLICT RELATED TO OFFICIATING

Content Describe conflict resolution in an activity context; Implement conflict resolution procedures in an activity context.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOFF006A DEVELOP A FITNESS PROGRAM FOR OFFICIALS

Content Identify components of physical fitness; Collect information to prepare a fitness program; Identify monitoring and management techniques; Liaise with other officials/advisers of officials.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRSOFF007A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

Content Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOFF008A MANAGE CONFLICT RELATED TO OFFICIATING

Content Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOFF009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Content Apply components of physical and mental fitness; Collect information to prepare a fitness and recovery program; Apply monitoring and management techniques; Liaise with other officials/advisers of officials; Resource a fitness and recovery program; Evaluate a fitness and recovery program.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRSOGP001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

Content Operate in accord with the legal responsibilities of an official; Operate in accord with the ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRSOGP002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Content Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOGP004A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Content Prepare for a self reflection session; Conduct a self reflection session; Modify performance; Review performance; Review the self reflection process.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOGP005A RESOLVE CONFLICT RELATED TO OFFICIATING

Content Develop conflict resolution procedures in an activity context; Implement conflict resolution procedures in an activity context.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOGP006A DEVELOP A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Content Collect information to prepare a fitness program; Implement a fitness program; Liaise with other officials/advisers of officials.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRSOGP007A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

Content Engage in a self reflection process; Establish and apply personal development objectives; Analyse and modify performance; Discuss outcomes of sessions with a mentor; Review the self reflection process.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOGP008A MANAGE CONFLICT RELATED TO OFFICIATING

Content Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Perform common officiating styles; Implement judicial procedures for activities; Evaluate the effectiveness of conflict resolution procedures.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRSOGP009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Content Prepare a fitness and recovery program; Implement and manage the training and recovery program; Evaluate a fitness and recovery program.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRSRLG009A DEVELOP ADVANCED SKILLS OF RUGBY LEAGUE FOOTBALL

Content Analyse an advanced skill of rugby league; Undertake drills, activities and/or games to develop the advanced skills of rugby league; Perform the advanced skills of rugby league under match conditions; Review and adapt the advanced skills in response to feedback.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

SRSRLG010A PERFORM THE ADVANCED TACTICS AND STRATEGIES OF RUGBY LEAGUE FOOTBALL IN A COMPETITIVE SITUATION

Content Develop advanced tactics and strategies of rugby league; Participate in a pre-match analysis and preparation session; Participate in a post-match analysis and follow-up.

Nominal Hours TBA Hours

Assessment As per accredited curriculum

SRSRUN011A DEVELOP ADVANCED SKILLS OF RUGBY UNION

Content Undertake drills, activities and/or games to develop the advanced skills of rugby union; Perform the advanced skills of rugby union under match conditions; Review and adapt the advanced skills in response to feedback.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

SRSRUN012A PERFORM THE ADVANCED TACTICS AND STRATEGIES OF RUGBY UNION IN A COMPETITIVE SITUATION

Content Develop advanced basic tactics and strategies of rugby union; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the match; Participate in a post-match analysis and follow-up.

Nominal Hours 55 Hours

Assessment As per accredited curriculum

SRSSAC001A TEACH OR DEVELOP BASIC SKILLS OF STRENGTH CONDITIONING

Content Prepare the athlete for involvement in a strength and conditioning program; Assess the athlete's readiness for involvement in a strength and conditioning program; Design a strength and conditioning program; Implement a strength and conditioning program; Monitor and adjust a strength and conditioning program; Evaluate the athlete's performance and modify the program.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

SRSSPT003A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID

Content Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRSTR001A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID

Content Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRXADM001A HANDLE MAIL TO FACILITATE COMMUNICATION

Content Receive and distribute incoming mail; Receive and dispatch outgoing mail; Collate and dispatch documents for bulk mailing.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

SRXADM002A HANDLE INFORMATION TO MAINTAIN ACCESS TO AND SECURITY OF RECORDS

Content File documents; Identify and retrieve documents.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXADM003A APPLY KNOWLEDGE OF THE ORGANISATION TO COMPLETE ROUTINE ADMINISTRATION TASKS

Content Identify key functions and personnel/departments; Apply office procedures.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXADM004A OPERATE A RANGE OF OFFICE EQUIPMENT TO COMPLETE ROUTINE TASKS

Content Select and locate equipment to be used for task(s); Operate equipment.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXADM005A HANDLE MAIL TO FACILITATE THE INFORMATION FLOW OF THE ORGANISATION

Prerequisite(s) SRXADM001A Handle mail to facilitate communication

Content Receive and distribute incoming mail; Receive and dispatch outgoing mail; Collate and dispatch documents for bulk mailing; Organise courier for emergency – same day deliveries.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRXADM006A PROCESS AND ANALYSE INFORMATION TO PROVIDE ACCESS TO AND SECURITY OF RECORDS

Prerequisite(s) SRXADM002A Handle information to maintain access to and security of records

Content Process and analyse information requests; File documents; Identify and retrieve documents; Update and modify existing organisational records; Remove inactive and dead files.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXADM007A SELECT, OPERATE AND MAINTAIN A RANGE OF OFFICE EQUIPMENT TO COMPLETE A RANGE OF TASKS

Prerequisite(s) SRXADM004A Operate a range of office equipment to complete routine tasks; SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills

Content Select equipment to be used for task(s); Operate equipment; Identify and/or rectify minor faults.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXADM008A ORGANISE THE COPYING AND COLLATING OF DOCUMENTS

Prerequisite(s) SRXADM004A Operate a range of office equipment to complete routine tasks

Content Select appropriate media; Copy and collate documents; Distribute documents.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXADM009A MAINTAIN INFORMATION RECORDS SYSTEM TO ENSURE ITS INTEGRITY

Prerequisite(s) SRXADM006A Process and analyse information to provide access to and security of records

Content Assemble new files; Identify and process inactive and dead files; Record documentation movements.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXADM010A USE THE ADVANCED FUNCTIONS OF A RANGE OF OFFICE EQUIPMENT TO COMPLETE DAILY TASKS

Prerequisite(s) SRXADM007A Select, operate and maintain a range of office equipment to complete a range of tasks; SRXTEC002A Operate a computer and printer to produce and print simple documents

Content Operate equipment; Complete tasks; Ensure equipment is maintained.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXADM011A PREPARE MEETING DETAILS

Prerequisite(s) SRXCOM003A Collect and provide information to facilitate communication flow

Content Make meeting arrangements; Prepare documentation prior to meeting; Record and produce minutes of meeting.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXADM012A SUPERVISE AN ESTABLISHED RECORDS SYSTEM TO ENSURE ITS INTEGRITY

Prerequisite(s) SRXADM009A Maintain information records system to ensure its integrity

Content Maintain existing filing arrangements; Ensure distribution of files and records; Maintain security of filing system; Train staff in records management

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXADM013A PLAN BUSINESS TRIP AND ASSOCIATED ITINERARY TO ENSURE EFFICIENT TRAVEL

Content Organise business itinerary; Identify credit facilities.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXADM014A MANAGE AND CO-ORDINATE PROJECTS

Prerequisite(s) SRXORG006A Conduct projects

Content Plan project; Administer and monitor project; Evaluate project.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRXADM015A ESTABLISH AND MAINTAIN A RECORDS SYSTEM TO ENSURE INTEGRITY OF SYSTEM

Prerequisite(s) SRXADM012A Supervise an established records system to ensure its integrity

Content Determine the needs of the organisation; Select appropriate system; Implement new/improved system; Identify and organise staff training in accessing and using records system.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

SRXADM016A ESTABLISH AND MAINTAIN LIBRARY/RESOURCE COLLECTION

Content Update incoming publications; Circulate publications; Store publications.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXADM017A PLAN AND ESTABLISH ADMINISTRATION SYSTEMS AND PROCEDURES

Content Plan, implement and monitor office administration system.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

SRXADM018A REVIEW OFFICE ADMINISTRATION PROCEDURES AND PROCESSES TO MEET CHANGING DEMANDS

Content Determine capacity of administrative structure to meet organisational goals; Enable administrative change; Implement change.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXADM019A MANAGE THE MEETING PROCESS

Prerequisite(s) SRXORG005A Participate in the meeting process

Content Enforce meeting protocol; Take action on decisions reached; Supervise the election of office bearers.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXCAI001A ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR CLIENTS

Prerequisite(s) SRXORG001A Organise work

Content Collect information to plan a session; Contribute suggestions towards planning for a session; Assist in making arrangements for a session.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

SRXCAI002A ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR CLIENTS

Prerequisite(s) SRXEME001A React safely in an emergency and help prevent emergencies

Content Assist in preparing clients; Help clients gain skills, techniques and knowledge; Assist in supervising clients; Assist in preparing clients to end the session; Assist in evaluating the session.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCAI003A PROVIDE EQUIPMENT FOR ACTIVITIES

Content Issue equipment to the client; Set up equipment; Take down equipment; check in equipment; Store equipment.

Nominal Hours 7 Hours

Assessment As per accredited curriculum

SRXCAI004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS

Prerequisite(s) SRXORG002A Work effectively in a sport and recreation organisation; SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to the 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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCAI004B PLAN A SESSION OR PROGRAM FOR PARTICIPANTS

Content Collect information to plan a session or program; Produce a session or program plan; Resource a session.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCAI005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS

Prerequisite(s) PUXEME001A Provide emergency care; SRXEME002A Participate in the control of minor emergencies; SRXCAI002A Assist in conducting sport and recreation sessions 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.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCAI005B CONDUCT A SPORT AND RECREATION SESSION FOR PARTICIPANTS

Content Maintain participant's physical welfare; Maintain a positive social environment; Establish effective communication; Ensure participant safety; Prepare clients to end the session; Evaluate the session.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCAI006A ORGANISE A SPORT AND RECREATION PROGRAM

Content Collect information to plan activities; Produce a plan for a program of sessions; Coordinate and allocate program resources.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXCAI006B ORGANISE A SPORT AND RECREATION PROGRAM

Content Collect information to plan activities; Produce a plan for a program of recreation sessions; Coordinate and allocate program resources.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXCAI007A CONDUCT A SPORT AND RECREATION PROGRAM

Content Coordinate resources; Conduct a program and monitor client's condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXCAI007B CONDUCT A SPORT AND RECREATION PROGRAM

Content Coordinate resources; Conduct a program and monitor participant's condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXCAI008A PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

Content Plan a long-term program; Common reasons for participation and discontinuation in activity are applied to planning the long-term program; Plan for competitive/performance situations within the long-term program; Plan rehabilitation programs; Assist clients to cope with retirement from activity; Liaise with other coaches/instructors of clients; Selection procedures are identified.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXCAI008B PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

Content Plan a long-term program; Apply common reasons for participation and discontinuation in activity to planning the long-term program; Plan for competitive/performance situations within the long-term program; Plan rehabilitation programs; Assist participants to cope with retirement from activity; Liaise with other coaches/instructors of participants; Develop selection procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXCAI009A CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

Content Prepare the client for involvement in a long-term training program; Implement a long-term program; Monitor client during training sessions and competitions; Manage competitive/performance situations during the long-term program; Provide feedback to clients; Implement selection procedures; Implement and monitor rehabilitation programs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXCAI009B CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

Content Prepare the participant for involvement in a long-term training program; Implement a long-term program; Monitor participant during training sessions and competitions; Manage competitive/performance situations during the long-term program; Provide feedback to participants; Implement selection procedures; Implement and monitor rehabilitation programs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXCAI010A EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Content Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding client progress; Define clients' progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Identify personal development objectives through self-evaluation; Discuss outcomes of evaluation with clients and support personnel; Make program modifications.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXCAI010B EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Content Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding participant progress; Define participants' progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Establish personal development objectives through self-evaluation; Discuss outcomes of evaluation with participants and support personnel; Make program modifications.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXCLS002A DELIVER SERVICE TO CLIENTS

Content Deliver service to clients; Respond to client complaints; Identify clients special requirements.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXCLS003A CO-ORDINATE INTERACTION WITH CLIENTS

Prerequisite(s) SRXCLS002A Deliver service to clients

Content Clarify specific needs of client; Provide information, advice and follow-up to clients; Implement client service standards; Implement organisation policy regarding client complaints; Lead client service team; Communicate with management.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXCLS004A PROVIDE ADVICE IN ORDER TO MEET CURRENT AND ANTICIPATED CLIENT REQUIREMENTS

Prerequisite(s) SRXCLS003A Coordinate interaction with clients

Content Identify current client requirements; Provide information on current service provision and resource allocation within area of responsibility; Identify trends in client requirements.

Nominal Hours 7 Hours

Assessment As per accredited curriculum

SRXCOM001A COMMUNICATE IN THE WORKPLACE

Content Receive and relay oral and written messages; Answer telephone calls; Read and interpret documents; Use numbers in the workplace.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXCOM002A RECEIVE AND PASS ON INFORMATION TO FACILITATE EFFECTIVE ROUTINE COMMUNICATION

Content Receive and relay messages; Respond to incoming telephone calls; Make telephone calls; Draft simple correspondence.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXCOM003A COLLECT AND PROVIDE INFORMATION TO FACILITATE COMMUNICATION FLOW

Prerequisite(s) SRXCOM002A Receive and pass on information to facilitate effective routine communication

Content Respond to telephone, oral and written requests for information; Draft routine correspondence in response to a need or request.

Nominal Hours 7 Hours

Assessment As per accredited curriculum

SRXCOM004A SOURCE AND PRESENT INFORMATION IN RESPONSE TO REQUESTS

Prerequisite(s) SRXCOM003A Collect and provide information to facilitate communication flow

Content Receive and process a request for information; Identify information source(s); Extract information; Prepare to provide information; Compose and deliver verbal response; Compose written response.

Nominal Hours 7 Hours

Assessment As per accredited curriculum

SRXCOM005A RESEARCH, PREPARE AND PRESENT INFORMATION

Prerequisite(s) SRXCOM004A Source and present information in response to requests

Content Determine document requirements; Conduct research; Prepare reports; Compose and deliver verbal presentation; Follow up document.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXEME001A REACT SAFELY IN AN EMERGENCY AND HELP PREVENT EMERGENCIES

Content Prepare for emergency situations; Report emergencies; React safely to emergency signals and instructions; Evacuate from the endangered area; Correct or report problems that may lead to emergencies; Check, correct or report problems that may prevent emergencies from being safely handled.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES

Prerequisite(s) SRXEME001A React safely in an emergency and help prevent emergencies

Content Evaluate the emergency; Safely confine emergencies; Use initial response emergency equipment; Report the use of initial response emergency equipment.

Nominal Hours 5-10 Hours

Assessment As per accredited curriculum

SRXEME003A RESPOND TO EMERGENCY SITUATIONS

Prerequisite(s) SRXEME002A Participate in the control of minor emergencies

Content Evaluate the emergency; Develop a plan of action; Control the emergency; Debrief the emergency.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXEME004A COORDINATE EMERGENCY RESPONSE

Content Coordinate response to emergency reports or signals; Anticipate the behaviour and characteristics of typical emergencies; Coordinate and apply operating instructions; Coordinate the rescue procedure; Coordinate, initiate and control evacuation; Coordinate operational procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXFAC001A MAINTAIN EQUIPMENT FOR ACTIVITIES

Content Perform routine equipment maintenance; Carry out equipment repairs; Store equipment to maintain a serviceable condition; Complete documentation.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

SRXFAC005A COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE

Content Establish maintenance systems; Research and plan for facility and equipment maintenance; Develop maintenance plan; Implement and monitor maintenance plan; Monitor on-site maintenance contacts and contractors; Supervise the storage of equipment; Contribute to the selection of equipment and facilities.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXFAD001A PROVIDE FIRST AID

Content Assess the situation; Apply basic first aid techniques; Communicate details of the incident.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXFIN007A MONITOR AND CONTROL DISBURSEMENTS WITHIN A GIVEN BUDGET

Content Disburse funds; Administer financial control systems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXGCSO02A DEAL WITH CLIENT FEEDBACK

Content Handle client feedback; Record client feedback.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXGCSO06A ADDRESS CLIENT NEEDS

Content Assist client to articulate needs; Satisfy complex client needs.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXGCSO07A DETERMINE NEEDS OF CLIENT POPULATIONS

Content Analyse needs of client populations; Plan and develop client service; Evaluate client service relationship.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXGCST05A COORDINATE CLIENT SERVICE ACTIVITIES

Content Contribute to quality client standards; Implement client services systems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXGOV004A WORK EFFECTIVELY WITH THE BOARD OF AN ORGANISATION

Content Identify the roles of governance and management; Facilitate the development of an effective board; Provide detailed information for the board to deal with the right matters; Ensure that board decisions are implemented properly; Ensure regular communication with the board.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRXGRO001A FACILITATE A GROUP

Content Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.

Nominal Hours 8-12 Hours

Assessment As per accredited curriculum

SRXGRO002A DEAL WITH CONFLICT

Content Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXGRP001A FACILITATE A GROUP

Prerequisite(s) SRXTEM004A Deal with conflict

Content Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXGRP002A PROVIDE LEADERSHIP TO GROUPS

Content Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision making; Demonstrate appropriate leadership styles.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

SRXHRM001A MANAGE VOLUNTEERS

Content Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXHRM002A PARTICIPATE IN STAFF SELECTION TO ENSURE TEAM GOALS ARE ACHIEVED

Content Identify requirements for new team position; Draft job vacancy advertisement; Select staff; Employ staff.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXIND001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY

Content Research basic information about the recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXIND002A DEVELOP AND IMPLEMENT A CAREER PATH

Prerequisite(s) SRXIND001A Develop knowledge of the sport and recreation industry

Content Set career plan and objectives; Undertake suitable education and training; Undertake suitable employment activities; Review and monitor career development.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXIND003A APPLY SPORT AND RECREATION LAW

Prerequisite(s) 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

Content Identify laws applicable to the sport and recreation industry; Ensure compliance with legal requirements.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXIND004A ESTABLISH AND MAINTAIN AN EFFECTIVE INDUSTRY NETWORK

Prerequisite(s) SRXIND001A Develop knowledge of the sport and recreation industry

Content Identify and maintain industry affiliations; Participate in industry events or activities; Maintain records of industry activities; Review appropriateness of industry networks.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXIND005A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

Content Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXINU001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY

Content Research basic information about the sport and recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXINU003A ANALYSE PARTICIPATION PATTERNS IN SPECIFIC MARKETS OF THE LEISURE AND RECREATION INDUSTRY

Content Review and interpret the market for current leisure and recreation service delivery; Assess the basis for existing levels of interest by participants; Report outcomes on participation patterns analysis.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXINU004A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

Content Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXINU005A MANAGE CULTURE AND EDUCATION TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE

Content Determine culture and education trends of current participation in a specific leisure and recreation service; Develop and implement culture and education strategies appealing to non-participants; Monitor and manage cultural and educational trends.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

SRXINU006A FOSTER THE VALUES AND ETHOS OF THE PHENOMENON OF PLAY

Content Evaluate the broader leisure and recreation market place; Seek and secure opportunities to foster the values and ethos of play; Promote the phenomenon of play in the community.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

SRXINU007A MANAGE EVOLVING PATTERNS OF WORK TO EXPAND PARTICIPATION IN A LEISURE AND RECREATION SERVICE

Content Determine evolving patterns of work impacting on participation in leisure and recreation services; Develop and implement strategies addressing patterns of work limiting accessibility to a specific leisure and recreation service; monitor and manage trends in evolving patterns of work.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXMKT003A PROMOTE ORGANISATION'S ACTIVITIES

Content Design and place advertisements; Obtain media coverage; Develop and maintain an industry network; Undertake educational activities; Create positive image through public relations; Evaluate promotion.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXMKT004A ANALYSE AND RESPOND TO CHANGING MARKETS

Content Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXOGN001A CONDUCT PROJECTS

Content Plan and prepare for project; Implement and administer project; Coordinate project administration; Finalise and review project administration.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXOGN002A MANAGE PROJECTS

Content Plan project; Administer and monitor project; Evaluate project.

Nominal Hours 30 Hours

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

Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXOHS001B FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXOHS002A IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS IN THE RELEVANT WORK AREA TO ACHIEVE AND MAINTAIN OCCUPATIONAL HEALTH AND SAFETY STANDARDS

Content Provide information to the work group about OH&S and the organisation's OH&S policies, procedures and programs; Implement and monitor participative arrangements for the management of OH&S; Implement and monitor the organisation's procedures for Identifying hazards and assessing risks; Implement the organisation's procedures for dealing with hazardous events and equipment; Implement and monitor the organisation's procedures for providing OH&S training; Implement and monitor the organisation's procedures for maintaining OH&S records.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXOHS002B IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Content Provide information to the work group about occupational health and safety and the organisation's occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Implement the organisation's procedures for dealing with hazardous events; Implement and monitor the organisation's procedures for providing occupational health and safety training; Implement and monitor the organisation's procedures for maintaining occupational health and safety records.

Nominal Hours 22 Hours

Assessment As per accredited curriculum

SRXOHS003A ESTABLISH, MAINTAIN AND EVALUATE OCCUPATIONAL HEALTH AND SAFETY SYSTEMS IN ORDER TO ENSURE THAT THE WORKPLACE IS, AS FAR AS PRACTICABLE, SAFE AND WITHOUT RISKS TO HEALTH OF EMPLOYEES AND CLIENTS

Content Establish and maintain the framework for the OH&S system in the area of responsibility; Establish and maintain participative arrangements for the management of OH&S; Establish and maintain procedures for identifying hazards, assessing risk, controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain OH&S training program; Establish and maintain a system for OH&S records; evaluate the organisation's OH&S system and related policies, procedures and programs.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXOHS003B ESTABLISH, MAINTAIN AND EVALUATE THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY SYSTEM

Content Establish and maintain the framework for the occupational health and safety system in the area managerial of responsibility; Establish and maintain participative arrangements for the management of occupational health and safety; Establish and maintain procedures for identifying hazards; Establish and maintain procedures for assessing risks; Establish and maintain procedures for controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain occupational health and safety training program; Establish and maintain a system for occupational health and safety records; Evaluate the organisation's occupational health and safety system and related policies, procedures and programs.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXORG001A ORGANISE WORK

Content Plan and organise a personal daily work routine; Maintain personal presentation; Organise work area; Clean work area.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXORG002A WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION

Content Manage own work; Maintain and develop own expertise; Maintain work effectiveness; Promote cooperation; Contribute to improving workplace and quality of outcomes; Represent the organisation; Implement environmental procedures.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXORG003A CO-ORDINATE WORK AND WORK PRIORITIES IN A SPORT AND RECREATION ORGANISATION

Prerequisite(s) SRXORG002A Work effectively in a sport and recreation organisation

Content Set and coordinate work priorities to achieve team goals; Make and record appointments and bookings for self and others; Implement personal work space policies; Develop and maintain professional competence.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXORG004A PLAN, ALLOCATE AND EVALUATE WORK CARRIED OUT BY TEAMS, INDIVIDUALS AND SELF

Prerequisite(s) SRXORG003A Coordinate work and work priorities in a sport and recreation organisation

Content Set and update work objectives for teams and individuals; Plan work activities and determine work methods to achieve objectives; Allocate work and evaluate teams, individuals and self against objectives; Provide feedback to teams and individuals on their performance.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXORG005A PARTICIPATE IN THE MEETING PROCESS

Content Prepare for the meeting; Provide input to the meeting.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

SRXORG006A CONDUCT PROJECTS

Prerequisite(s) SRXTEM003A Work autonomously

Content Plan and prepare for project; Implement and administer project; Coordinate project administration.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

SRXORG007A DEVELOP TEAMS AND INDIVIDUALS TO ENHANCE PERFORMANCE

Prerequisite(s) SRXTEM005A Lead, manage and develop work teams

Content Develop and improve teams through planning and activities; Identify, review and improve development activities for individuals.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXPLA004A EVALUATE ORGANISATION'S ACTIVITIES

Content Develop criteria for evaluation; Collect information on performance; Analyse performance; Monitor conduct of activities; Provide recommendations for further activities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXRES001A EDUCATE THE PUBLIC ON THE SAFE USE OF A SPORT AND RECREATIONAL RESOURCE

Content Contribute to the development of educational and information strategies; Plan and organise public presentations; Conduct public presentation with appropriate media; Evaluate presentation; Maintain records of public education programs.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXRES002A IMPROVE CLIENT AWARENESS AND IMPLEMENTATION OF ENVIRONMENTAL MANAGEMENT PRACTICES

Content Identify level of staff awareness and implementation of environmental management practices; Develop and rank methods to improve staff awareness and implementation of environmental management practices; Implement appropriate methods to improve staff awareness; Monitor and review the levels of community awareness; Inform external clients of environmental management practices.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXRES005A ACHIEVE AN EFFICIENT USE OF RESOURCES

Content Determine resource capacity and options for use; Assess resource availability and current utilisation; Plan efficient use of resources; Implement strategies and control resource usage; Monitor and review efficiency of resource usage.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXRIK001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES

Content Establish the context of the risk analysis; Identify risks associated with an activity; Conduct risk analysis of an activity; Undertake risk assessment of an activity; Treat risks associated with an activity; Monitor and review the risk management for an activity.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXRIK002A MANAGE AN ORGANISATION'S RISK

Content Determine the organisation's risk management context; Identify organisational risks; Conduct an analysis of organisational risks; Undertake assessment of organisational risk; Treat organisational risks; Implement the organisation's risk management program; Monitor and evaluate the risk management program.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXTCN001A ASSIST WITH ANALYSIS AND USE OF EMERGING TECHNOLOGY

Content Liaise with vendors, training providers and industry to determine technology to assist the organisation; Prepare and present reports as required by management; Apply new and advanced functions of upgraded technology to solve organisational problems.

Nominal Hours 7 Hours

Assessment As per accredited curriculum

SRXRIS004A CONDUCT A RISK AUDIT AND DEVELOP A RISK MANAGEMENT POLICY

Content Establish a risk management philosophy and awareness at senior management level; Analyse the organisation's risk management context and conduct a risk audit; Develop the organisation's risk management policy; Communicate the organisation's risk management policy; Monitor and review the organisation's risk management policy.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXTEC001A OPERATE A COMPUTER TO GAIN ACCESS TO AND RETRIEVE DATA USING KEYBOARD SKILLS

Content Open file; Retrieve data; Print data; Close file; Shutdown equipment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

SRXTEC002A OPERATE A COMPUTER AND PRINTER TO PRODUCE SIMPLE DOCUMENTS

Prerequisite(s) SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills

Content Create file; Produce document from written text using standard format; Edit information; Set printer for document requirements; Print document; Maintain printer; Save, exit and shutdown.

Nominal Hours 10-20 Hours

Assessment As per accredited curriculum

SRXTEC003A DESIGN, DEVELOP AND PRODUCE DOCUMENTS, REPORTS AND WORKSHEETS USING ADVANCED FUNCTIONS

Prerequisite(s) SRXTEC002A Operate a computer and printer to produce and print simple documents

Content Identify document requirements; Establish document design and structure; Develop template or macros for document design; Produce documents; Save file and exit system.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SRXTEC004A ASSIST WITH THE ANALYSIS AND USE OF EMERGING TECHNOLOGY

Prerequisite(s) SRXTEC003A Design, develop and produce documents, reports and worksheets using advanced functions

Content Liaise with vendors, training providers and industry to determine technology to assist the organisation; Prepare and present reports as required by management; Apply new and advanced functions of upgraded technology to solve organisational problems.

Nominal Hours 7 Hours

Assessment As per accredited curriculum

SRXTEC005A ASSIST IN THE MAINTENANCE OF A COMPUTER SYSTEM

Content Install hardware and software; Carry out preventative maintenance of computer equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

SRXTEC006A CUSTOMISE AND MAINTAIN SOFTWARE

Content Maintain effective performance of hardware and software; Customise software to maximise performance in producing complex documents; Maintain customised software.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRXTEC007A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORK GROUP NETWORK

Prerequisite(s) SRXTEC005A Assist in the maintenance of a computer system; SRXTEC006A Customise and maintain software

Content Manage the establishment and maintenance of a work group network; Assist and train network users.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

SRXTEM001A WORK IN TEAMS

Content Follow routine instructions; Work with colleagues in a team.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXTEM002A SUPPORT THE WORK OF A TEAM

Content Contribute to team activities; Share knowledge and information; Contribute to the development of good practice of the team; Give and receive support to/from team members.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXTEM003A WORK AUTONOMOUSLY

Prerequisite(s) SRXTEM002A Support the work of a team

Content Undertake work activities; Accept responsibilities; Set performance requirements; Maintain team performance; Act as a team leader as required; Contribute to team meetings; Respond to stress and conflict in the team.

Nominal Hours 7 Hours

Assessment As per accredited curriculum

SRXTEM004A DEAL WITH CONFLICT

Content Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

SRXTEM005A LEAD, MANAGE AND DEVELOP WORK TEAMS

Prerequisite(s) SRXTEM003A Work autonomously

Content Develop and maintain a team; Communicate objectives and required standards; Manage and improve performance of teams and individuals; Support and participate in development activities; Provide leadership to individuals and teams; Manage difficulties to achieve positive outcomes; Create and maintain conditions for productive work.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

SRXTEM006A CREATE, MAINTAIN AND ENHANCE EFFECTIVE WORKING RELATIONSHIPS

Prerequisite(s) SRXTEM004A Deal with conflict; SRXTEM005A Lead, manage and develop work teams

Content Establish and maintain the trust and support of one's staff; Establish and maintain the trust and support of one's immediate manager/supervisor; Establish and maintain relationships with colleagues; Identify and manage conflict; Implement disciplinary and grievance procedures; Counsel staff.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

SUPER WELDING SUPERVISION/WELDING INSPECTION

Content Welding supervision; Welding inspection

Nominal Hours 240 Hours each

Assessment As per accredited curriculum

TDTA297B MAINTAIN CONTAINER/CARGO RECORDS

Content Process container/cargo documentation; Maintain records of container/cargo movements; Monitor container/cargo and maintain records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA397B CONNECT AND DISCONNECT REEFER UNITS

Content Plug/unplug reefer units to power sources; Attach/detach clip-on units.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA497B PROCESS RECEIPT AND DELIVERY OF CONTAINERS AND CARGO

Content Check stacking/discharge list at commencement of shift; Assess and plan container/cargo consolidation; Allocate stack positions; Identify and check containers/cargo; Check and complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA597B CHECK AND EVALUATE RECORDS AND DOCUMENTATION

Content Check Documentation; Analyse and evaluate records

Nominal Hours 20 Hours **Assessment** As per accredited curriculum.

TDTA697B ORGANISE AND MONITOR TERMINAL/WHARF OPERATIONS

Content Organise equipment, machinery and personnel; Identify, assess and manage potential risks; Monitor work performance and progress; Monitor status of pending work; Solve problems and make decisions; Complete shift and prepare for next shift.

Nominal Hours 20-40 Hours

Assessment As per accredited curriculum.

TDTA897B TRANSFER CARGO

Content Prepare for load transfer; Transfer cargo; Complete transfer.

Nominal Hours 40 Hours

Assessment As per accredited curriculum.

TDTA997B COMPLETE AND CHECK IMPORT/EXPORT DOCUMENTATION

Content Identify procedures required for documentation for import/export of goods; Complete and check documentation to meet regulatory and workplace requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1097B COORDINATE GOODS TO BOND PREMISES

Content Identify and list goods for bonding; Arrange transfer of goods to bond store; Prepare and issue bond list.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1197B PACKAGE GOODS

Content Select materials and pack and unwrap products; Label packaged products/loads.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1297B PICK AND PROCESS ORDERS

Content Identify workplace order picking processes, policies and procedures; Pick and despatch an order; Record stock levels.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1397B RECEIVE GOODS

Content Identify workplace procedures and documentation requirements for the receipt of goods; Check and inspect goods on arrival and complete workplace documentation; Unload, unpack and store stock.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1497B USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS

Content Identify products in a subsection of a warehouse or other storage area; Examine quality and report on products; Use inventory and labelling systems to identify and locate products.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA1597B COMPLETE RECEIVAL/DESPATCH DOCUMENTATION

Content Analyse order to identify work requirements to fill order; Follow workplace order documentation processes; Finalise documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA1697B USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL

Content Identify inventory and stock control systems in use in the workplace; Use re-order procedures to maintain stock levels; Organise cyclical stock counts and report discrepancies or variances; Produce reports on record keeping and inventory functions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTA1797B APPLY PRODUCT KNOWLEDGE TO ORGANISE WORK OPERATIONS

Content Identify and categorise products; Match products to locations based on specified criteria; Assist individuals to solve stock identification and location problems; Identify appropriate transfer and handling requirements; Contribute to continuous improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA1897B ORGANISE DESPATCH OPERATIONS

Content Plan and organise despatch operations; Organise the storage and despatch of stock; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA1997B ORGANISE RECEIVAL OPERATIONS

Content Plan and organise receipt operations; Organise the storage of stock; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA2097B REPLENISH STOCK

Content Participate in stock rotation activities; Interpret and fill replenishment request; Complete stock replenishment.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA2197B DESPATCH STOCK

Content Analyse order to identify work requirements; Follow workplace order picking processes to prepare goods for despatch; Complete despatch following workplace procedures and schedules.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA2297B PARTICIPATE IN STOCKTAKES

Content Prepare for stocktake; Stocktake and count stock; Identify stock discrepancies; Complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA2397B COORDINATE STOCKTAKES

Content Plan stocktake; Coordinate stocktake; Identify stock discrepancies; Adjust documentation

Nominal Hours 20

Assessment As per accredited curriculum

TDTA2497B ORGANISE WAREHOUSE RECORDS OPERATIONS

Content Identify record management databases, storage types and technologies; Store warehouse records; Use record management systems to retrieve information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTA2597C REGULATE TEMPERATURE CONTROLLED STOCK

Content Identify goods requiring temperature control; Monitor temperature; Identify and rectify problems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA2698B MONITOR STORAGE FACILITIES

Content Determine site functions and operations; Monitor storage operations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTA2798B EVALUATE AND SELECT BULK HANDLING AND STORAGE RESOURCES

Content Analyse storage requirements; Schedule work; Organise activities; Evaluate and monitor dangerous goods and hazardous substances storage compliance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA2898B ASSESS AND MONITOR OPTIMUM STOCK LEVELS

Content Assess projected demand; Assess variables that impact upon optimum stock levels; Determine optimum inventory levels; Monitor optimum inventory levels.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA2998B PLAN AND MANAGE STORAGE OF DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Content Define objectives of required handling and storage operation; Specify equipment and system performance requirements; Evaluate and select bulk handling and storage resources; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA3098B ORGANISE CARGO FOR EXPORT

Content Confirm correct preparation of consignment; Organise the loading of cargo; Process documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA3198B CONSOLIDATE FREIGHT

Content Assess scope to consolidate freight; Prepare consignment documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTA3298B ORGANISE TRANSPORT OF FREIGHT OR GOODS

Content Plan transport operations; Organise the transport of freight; Complete organisation process.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTA3398B ORGANISE INTERNATIONAL TRANSPORT OF FREIGHT

Content Confirm customer requirements; Organise freight arrangements; Communicate with shipping agents and authorities.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA3501A MANAGE INTERNATIONAL FREIGHT TRANSFER

Content Analyse freight transfer requirements; Plan systems and processes for international freight transfer; Monitor and coordinate systems and processes for international freight transfer.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTA3601A MANAGE HANDLING AND STORAGE OF PERISHABLE FOOD PRODUCTS

Content Define objectives of required handling and storage operation; Specify equipment and system performance requirements; Evaluate and select resources for handling and storage of perishable food products; Complete documentation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTA3801A CONTROL AND ORDER STOCK

Content Maintain stock levels and records; Organise and administer stocktakes; Identify stock losses; Process stock orders; Follow up orders; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA3901A RECEIVE AND STORE STOCK

Content Take delivery of stock; Store stock; Rotate and maintain stock; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTA4101A MANUALLY SORT MAIL AND PARCELS

Content Prepare to sort mail and parcels manually; Sort mail and parcels manually; Complete process for manually sorting mail and parcels.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTA4201A DESPATCH MAIL

Content Prepare to despatch mail; Despatch mail; Complete despatch of mail.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTA4301A CONSOLIDATE MAIL

Content Prepare for consolidation of mail; Consolidate mail; Complete consolidation of mail.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTA4401A CARRY OUT DELIVERY OPERATIONS

Content Prepare to deliver mail/consignment; Deliver mail/consignment to specific route; Report on delivery activity.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4501A PROCESS INTERNATIONAL PARCELS AND LETTERS

Content Prepare to process international parcels and mail; Process air mail parcels and letters; Process economy air surface parcels.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4601A PROCESS PARCELS AND LETTERS

Content Prepare to process parcels and mail manually; Process parcels and mail manually; Complete process for parcels and mail.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA4701A STREAM MAIL

Content Prepare to stream mail; Stream mail; Complete streaming of mail.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTB197B CHECK AND ASSESS OPERATIONAL CAPABILITIES OF EQUIPMENT

Content Inspect equipment and work area; Check equipment operational capability; Identify and assess impact of faults on work requirements; Record and report results of inspection and testing.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB297B TEST EQUIPMENT AND ISOLATE FAULTS

Content Identify scope of operational check; Plan operational checks; Check unit through full operating range; Isolate fault and/or formulate recommendations.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB397 CARRY OUT VEHICLE MAINTENANCE

Content Contact department for details. New Training Package being implemented for 2003.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB397B CARRY OUT VEHICLE SERVICING AND MAINTENANCE

Content Maintain and service the vehicle systems; Carry out minor repairs to a vehicle; Diagnose minor vehicle faults and undertake repairs for the safe operation of a vehicle; Complete documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB497 CARRY OUT VEHICLE INSPECTION

Prerequisite(s) Car driver's licence and appropriate Learner's Permit (If required).
Content Contact department for details. New Training Package being implemented for 2003.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB497B CARRY OUT VEHICLE INSPECTION

Content Check the vehicle; Clean vehicle; Complete documentation.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB597B CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

Content Diagnose vehicle faults and undertake repairs for the safe operation of a vehicle; Maintain the vehicle systems; Carry out minor repairs to a vehicle; Complete documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB697B CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

Content Check vehicle; Clean vehicle and ancillary equipment; Complete documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB797B CARRY OUT MAINTENANCE OF TRAILERS

Content Identify faults and perform routine maintenance; Carry out repairs on trailers; Complete documentation.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB897B CARRY OUT INSPECTION OF TRAILERS

Content Check the trailer; Clean trailer; Complete documentation.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB998B CHECK CONVEYOR OPERATIONAL STATUS

Content Inspect conveyor system and work area; Check equipment operational capability; Identify, assess faults and report results of inspection and testing.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1098A PLAN AND IMPLEMENT MAINTENANCE SCHEDULES

Content Establish maintenance requirements; Organise maintenance activities; Assemble requirements; Complete maintenance procedures.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1098B PLAN AND IMPLEMENT MAINTENANCE SCHEDULES

Content Establish maintenance requirements; Organise maintenance activities; Organise resources; Complete maintenance procedures.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1198B SET UP AND RIG CRANE FOR LIFT

Content Position and stabilise crane; Assemble crane.
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1298B PLAN JOB AND SET UP WORK AREAS

Content Obtain and confirm job instructions/work specifications; Coordinate loading of gear and equipment; Assess job requirements and work area; Design job plan; Set up work area.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB1398B MAINTAIN MOBILE CRANES

Content Plan maintenance operations; Complete pre-maintenance checks; Identify and assess any faults found; Conduct maintenance operations and safety check; Complete maintenance records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB1498B LOAD AND UNLOAD WHEELED OR TRACKED CRANE

Content Inspect site; Unload/load crane from/onto float; Secure crane for travel.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB1598B UNDERTAKE SITE INSPECTION

Content Arrange site inspection; Clarify customer requirements; Define job requirements; Complete records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB1698B DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT

Content Inspect tools and equipment; Secure outriggers; Pack and store tools and equipment; Complete records.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTB1798B ASSEMBLE AND DISMANTLE BOOM OR JIB

Content Plan assembly/dismantling; Assemble/dismantle boom or jib.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTB1801A CONDUCT FULL TRAIN EXAMINATION

Content Prepare for examination; Prepare train for examination; Examine rolling stock; Examine loads; Document and action examination results.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB1901A TEST TRAIN BRAKING SYSTEM

Content Plan and prepare for train brake inspection and testing; Inspect and test train brake operation; Deal with identified faults; Record brake test.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB2001A VISUALLY INSPECT STATIONARY TRAIN

Content Prepare for a visual inspection of a stationary train; Carry out a visual inspection of a stationary train; Document and action inspection results.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTB2101A CONDUCT TRAIN ROLL BY INSPECTION

Content Prepare for a roll-by inspection; Conduct a roll-by inspection of a moving train; Report and action roll-by inspection results.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB2201A DIAGNOSE AND RECTIFY MINOR FAULTS

Content Identify maintenance/repair requirements; Conduct minor maintenance and routine repairs; Check and report minor repairs/maintenance; Provide support.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB2301A PROVIDE SANITATION AND WATER SERVICES SUPPORT TO PASSENGER TRANSPORTATION UNITS

Content Plan decanting and watering of passenger vehicles/carrriages/vessels; Provide decanting service; Provide water service; Complete decanting and watering.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTB2501A PREPARE, START AND SHUT DOWN MOTIVE POWER UNIT

Content Check and prepare motive power unit; Examine motive power unit; Start motive power unit; Position motive power unit; Shut down and secure motive power unit.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

TDTB2601A PREPARE FOR TRAIN OPERATION

Content Implement pre-departure checks; Confirm train documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTB2701A SET UP AND SHUT DOWN ON-TRAIN REMOTE CONTROL SYSTEM

Content Set up remote control system; Set up lead control system; Shut down remote control equipment.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTB2901A USE AND MAINTAIN MINOR MECHANICAL EQUIPMENT

Content Carry out pre-operation checks; Operate mechanical equipment; Conduct routine maintenance; Secure and store.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTC197A DRIVE VEHICLE (CORE SKILLS)

Content Drive the vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTC197B DRIVE VEHICLE

Content Drive the vehicle; Monitor and maintain vehicle performance; Monitor traffic and road conditions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTC297B DRIVE LIGHT RIGID VEHICLE

Content Drive the light rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC397B DRIVE MEDIUM RIGID VEHICLE

Content Drive the medium rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC497B DRIVE HEAVY RIGID VEHICLES

Content Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC497C DRIVE HEAVY RIGID VEHICLE

Content Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC597B DRIVE HEAVY COMBINATION VEHICLES

Content Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC597C DRIVE HEAVY COMBINATION VEHICLE

Content Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC697B DRIVE MULTI-COMBINATION VEHICLE

Content Drive the multi-combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC797B OPERATE VEHICLE CARRYING SPECIAL LOADS

Content Carry out pre-operational checks; Drive a vehicle carrying special loads.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC897B DRIVE COACH/BUS

Content Drive the coach; Monitor traffic and road conditions; Monitor and maintain coach/bus performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC997B DRIVE TAXICAB

Content Drive the taxi; Monitor traffic and road conditions; Monitor and maintain vehicle performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC1097B PILOT OR ESCORT OVERSIZED AND/OR OVERMASSED LOADS

Content Prepare for pilot or escort operation; Carry out communications regarding pilot or escort operation; Conduct pilot and/or escort operation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTC1197B TRANSPORT PASSENGERS WITH DISABILITIES

Content Carry out pre-operational checks on vehicles; Drive a vehicle used by passengers with disabilities.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC1401A PREPARE, OPERATE, MONITOR AND STABLE STEAM LOCOMOTIVE

Content Conduct pre-operational checks; Light fire and raise steam; Prepare locomotive for journey; Maintain operational conditions en route; Stable and secure steam locomotive.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTC1501A PREPARE, OPERATE, MONITOR AND STABLE MOTIVE POWER UNIT

Content Prepare motive power unit; Operate motive power unit; Operate and monitor on-board equipment; Respond effectively to external operating factors; Stable and secure motive power unit.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

TDTC1601A CONDUCT MARSHALLING OPERATIONS

Content Establish marshalling requirements; Plan rolling stock movements; Position rolling stock; Prepare and distribute documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTC1701A SHUNT ROLLING STOCK

Content Carry out shunting control procedures; Plan and prepare for shunting operation; Shunt rolling stock; Finalise train consist.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

TDTC1801A OPERATE ON-TRAIN REMOTE CONTROL SYSTEM

Content Position equipment and motive power unit; Monitor and operate remote control equipment; Shut down remote control equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC1901A DRIVE TRAIN TO OPERATIONAL REQUIREMENTS

Content Drive train efficiently and effectively; Complete train journey; Respond effectively to external operating factors; Prepare train for crew hand-over; Stable train.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

TDTC2101A DRIVE TRAM

Content Plan and prepare to drive tram; Carry out pre-operational checks; Manoeuvre and position tram; Drive tram safely; Drive tram efficiently; Berth and secure tram.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTC2201A OPERATE PASSENGER TRAM

Content Plan and prepare a passenger tram for operations; Carry out pre-operational checks; Operate the passenger tram; Operate revenue collection systems; Complete operator sequence.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

TDTC2301A OPERATE TRAIN WITH DUE CONSIDERATION OF ROUTE CONDITIONS

Content Identify route requirements; Apply route knowledge when planning a train journey; Use route knowledge during a train journey.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

TDTC2401A OPERATE URBAN PASSENGER TRAIN

Content Drive urban train efficiently and effectively; Assist passengers; Carry out train inspections; Respond effectively to abnormal situations and external operating factors; Stable urban train.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

TDTD197B SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS

Content Assess risks arising from the relocation of the load; Plan load relocation; Relocate load.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD397B HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES

Content Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques; Handle and store dangerous goods and hazardous substances.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD397C HANDLE DANGEROUS GOODS/HAZARDOUS SUBSTANCES

Content Identify requirements for working with dangerous goods and/or hazardous substances; Confirm site incident procedures; Select handling techniques.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD497 LOAD AND UNLOAD GOODS/CARGO

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD497B LOAD AND UNLOAD GOODS/CARGO

Content Load and unload goods/cargo; Secure and protect load; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD797B PREPARE CARGO FOR TRANSFER WITH SLINGS

Content Prepare for transfer of cargo; Calculate Safe Working Load or Working Load Limit of slings and loads; Sling cargo and unslung cargo; Strap and unstrap Goods.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD897B MONITOR CRANE OPERATIONS

Content Monitor work performance and progress; Monitor personnel working in operational area; Solve problems and make decisions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD997B DIRECT CRANE OPERATIONS

Content Perform check of work area; Perform check of cargo; Interpret and provide directions; Anticipate cargo transfer sequence; Direct crane operators and transfer loads.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1097B OPERATE A FORKLIFT

Content Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1197B CONDUCT SPECIALISED FORKLIFT OPERATIONS

Content Check attachments and worksite for suitability; Select type of forklift and accessories for the required workplace task; Shift load and complete work.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1297B OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT

Content Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1397 MOVE MATERIALS MECHANICALLY

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1397B MOVE MATERIALS MECHANICALLY USING AUTOMATED EQUIPMENT

Content Select load moving equipment; Move goods; Check goods and complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD1497B LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS

Content Load and unload vehicle; Secure and protect vehicle and load; Complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD1597B IDENTIFY AND LABEL EXPLOSIVES AND DANGEROUS GOODS

Content Assess explosives/dangerous goods; Handle explosives/dangerous goods; Label explosives/dangerous goods; Complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD1697B LOAD AND UNLOAD EXPLOSIVES AND DANGEROUS GOODS

Content Prepare to load and unload vehicle; Load/unload vehicle; Secure and protect vehicle load; Check the vehicle.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD1897B HANDLE FURNITURE AND EFFECTS

Content Prepare for removal; Move furniture items; Load vehicle.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD1997B PACK AND UNPACK CARTONS DURING A REMOVAL

Content Prepare for packing; Pack and unpack cartons; Complete packing/unpacking process.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD2097B CARE FOR LIVESTOCK IN TRANSIT

Content Prepare to transport livestock; Care for and control livestock in transit; Use animal husbandry techniques.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD2198B USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY)

Prerequisite(s) To be advised.

Content Plan work; Transfer material; Monitor and operate controls; Complete operations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2298B CONDUCT WEIGHBRIDGE OPERATIONS

Content Set up for weighbridge operations; Weigh loaded vehicles; Weigh unloaded vehicles; Complete weighbridge operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD2398B USE SPECIALISED LIQUID BULK GAS TRANSFER EQUIPMENT

Content Plan work; Transfer material; Monitor and operate controls; Complete operations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2498B USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)

Content Plan work; Transfer material; Monitor and operate controls; Complete operations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2598B PLAN LOADING OF DANGEROUS GOODS

Content Assess goods/freight to be loaded; Plan transfer/loading operations; Document procedures; Review planning process.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTD2698B PLAN AND ORGANISE MOVEMENT AND STORAGE OF BULK MATERIALS

Content Analyse work requirements; Schedule work; Organise transport and storage facilities; Document and communicate decisions; Monitor transportation and storage operations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD2798B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS

Content Check packaged dangerous goods load; Assess vehicle suitability to transport intended load; Check emergency procedures and equipment; Evaluate documented route plan; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2898B PREPARE FOR TRANSPORT OF PACKAGED DANGEROUS GOODS IN BULK

Content Assess suitability of transport mode for intended load; Check bulk dangerous goods load; Identify and follow emergency procedures and equipment; Evaluate documented route plan; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2998 PREPARE ARTICLES FOR DELIVERY

Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTD2998B PREPARE ARTICLES FOR DELIVERY

Content Check and organise articles for delivery; Store articles for delivery; Maintain records.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTD3098B SUPERVISE MOBILE CRANE OPERATIONS

Content Implement operational plan; Direct operations; Support crane personnel; Resolve site problems on request.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3198 RIG LOAD

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3198B RIG LOAD

Content Prepare for transfer of load; Assess lifting requirements; Secure load; Detach load.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3298B PLAN AND CONDUCT SPECIALISED LIFT

Content Inspect site; Plan the lift; Set up lift; Work effectively in team; Lift and move load; Follow up on job.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3397B OPERATE A VEHICLE-MOUNTED LOADING CRANE

Content Position and stabilise crane; Operate vehicle-mounted crane; Monitor lift conditions; Pack up crane; Complete job records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD3498B OPERATE A MOBILE CRANE UP TO AND INCLUDING 20 TONNES ON A DEMOLITION SITE

Content Plan and prepare for demolition site operation; Lift equipment and materials.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTD3598 OPERATE A BOOM TYPE ELEVATING WORK PLATFORM

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD3598B OPERATE A BOOM TYPE ELEVATING WORK PLATFORM

Content Inspect and test elevating work platform; Assess job requirements and work; Plan work and set up for lift; Carry out elevation; Planned hazard control and strategies are implemented; Pack up work platform.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD3698B LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNES

Content Operate mobile crane; Monitor lift conditions; Implement shut-down procedures; Pack up crane; Complete job records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD4098B CONTROL LIFT AND MOVEMENT OF CRANE

Content Provide lift instructions; Monitor lift; Place and secure load.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTD4198B UNDERTAKE CASH-IN-TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT

Content Select loading site; Undertake load transfer; Complete transfer documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTD4301A SHIFT LOADS USING GANTRY EQUIPMENT

Content Plan work for the prevailing working conditions; Use controls and operating systems to manage the operation of the equipment; Locate load and identify load characteristics; Safely move load; Monitor and operate controls; Stop, shut down and secure equipment.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTD4401A SHIFT LOADS USING CRANES

Content Plan work for the current working conditions; Use controls and crane operating systems; Locate load and identify load characteristics; Safely move load; Monitor controls; Stop, shut down and secure equipment.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTD4501A OPERATE SPECIALISED LIGHT LOAD SHIFTING EQUIPMENT

Content Plan work for the current working conditions; Use controls and equipment operating systems to manage movement of the unit and accessory operations; Locate load and identify load characteristics; Move materials and loads; Monitor and operate controls; Stop, park and secure light load shifting equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTE197B PRESENT ROUTINE WORKPLACE INFORMATION

Content Prepare and present document; Prepare and deliver oral presentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTE297B ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS

Content Estimate loads for transport or storage; Estimate load limits of transport and/or storage; Organise load.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTE497B PREPARE WORKPLACE DOCUMENTS

Content Plan workplace document; Prepare workplace document; Complete workplace forms.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE697B COLLECT AND PRESENT WORKPLACE DATA AND INFORMATION

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTE697C COLLECT, ANALYSE AND PRESENT WORKPLACE DATA AND INFORMATION

Content Identify required information; Prepare information for use; Explain information; Present workplace information.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTE701A USE COMMUNICATION SYSTEMS

Content Identify system features; Communicate using communications technology; Maintain communication equipment operational status; Complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE897B PROCESS WORKPLACE DOCUMENTATION

Content Plan documentation; Complete documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE997B USE PILOT AND ESCORT COMMUNICATION

Content Operate communications equipment and resources; Maintain records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE1097B ESTIMATE FURNITURE REMOVALS JOBS

Content Estimate requirements of removals jobs; Interact with customers regarding removals; Prepare documentation for removals job.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTE1298B CONSOLIDATE MANIFEST DOCUMENTATION

Content Identify required documentation; Process documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE1398B APPLY WORKPLACE STATISTICS

Content Identify situations where statistics are used in the workplace; Collect numerical data; Process and present data; Interpret trends and patterns from numerical data; Apply outcomes of statistical analysis to workplace operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE1498B COMPILE AND PROCESS EXPORT DOCUMENTATION

Prerequisite(s) Nil

Content Assess cargo for transport; Prepare regulatory and commercial documentation; Prepare transport documentation; Coordinate documentation requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE1598B UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATION

Content Establishing agreed communications system; Trial and configure communications; Use communication methods during a lift.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE1698B ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS FOR A MOBILE CRANE

Content Identify mathematical information and tools used in the workplace; Estimate and calculate requirements for load shifting; Complete documentation using mathematical information.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE1701A UNDERTAKE INITIAL REMOVAL SURVEY

Prerequisite(s) Nil

Content Park vehicle; Define job requirements; Complete records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE1801A MAINTAIN FREIGHT RECORDS

Content Record freight receipt; Record freight despatch.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTE1901A WORK WITH TRAVEL AGENCIES AND SALES OUTLETS

Content Develop and negotiate the sales of tour packages; Establish and maintain network of travel agencies and sales outlets; Monitor and report tour packages sales; Review and negotiate agency and outlet agreements; Communicate and promote products and services to agencies and sales outlets.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTF197B FOLLOW OHS PROCEDURES

Content Follow workplace procedures for hazard identification and risk control; Contribute to arrangements for the management of occupational health and safety; Complete occupational health and safety records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF297B CONDUCT HOUSEKEEPING ACTIVITIES

Content Identify the housekeeping requirements procedures, and resources of different areas of the workplace; Monitor and maintain cleanliness and tidiness in the workplace; Complete assigned housekeeping duties.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF397A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF397B IMPLEMENT AND MONITOR OHS PROCEDURES

Content Access information about OHS and the workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks; Plan and supervise housekeeping arrangements; Implement and monitor procedures for dealing with hazardous events.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF497B ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE

Content Use information about OHS policies and procedures; Identify and assess hazards; Negotiate to control risks and resolve complaints about OHS; Institute risk management strategies.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF697B APPLY ACCIDENT-EMERGENCY PROCEDURES

Content Respond to the incident; Control and assist at accident or emergency site; Finalise accident-emergency process and complete records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF797B IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES

Content Respond to the incident; Coordinate on-site activities; Complete follow-up actions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTF1097B APPLY FATIGUE MANAGEMENT STRATEGIES

Content Identify and act upon signs of fatigue; Implement strategies to minimise fatigue.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF1297B APPLY SAFE PROCEDURES WHEN HANDLING/TRANSPORTING DANGEROUS GOODS OR EXPLOSIVES

Content Operate equipment and/or vehicle in a safe manner; Consult with relevant authorities/persons.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF1397B COORDINATE BREAKDOWNS AND EMERGENCIES

Content Evaluate breakdown and/or emergency situation; Consult with relevant persons and authorities; Coordinate breakdown and/or emergency situation; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF1498A DEVELOP AND MAINTAIN A SAFE WORKPLACE

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 40-50 Hours

Assessment As per accredited training package documentation

TDTF1498B DEVELOP AND MAINTAIN A SAFE WORKPLACE

Content Plan and implement safety requirements; Inform and train personnel on OHS legislation, codes and standards; Establish and maintain procedures for assessing and controlling safety risks; Monitor, adjust and report safety performance; Evaluate the occupational health and safety system and related policies, procedures and programs; Investigate and report non-conformance; Establish and maintain a system for OHS records.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTF1701A INVESTIGATE RAIL SAFETY INCIDENTS

Content Plan the investigation; Collect and analyse information; Prepare report.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTF1801A OPERATE AND MAINTAIN FIRE-FIGHTING EQUIPMENT

Content Use fire-fighting equipment; Maintain fire-fighting equipment.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTF1901A ENSURE A SAFE ON-BOARD PASSENGER AND WORKING ENVIRONMENT

Content Perform checks and inspections; Rectify and report work hazards and non-compliances; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited training package documentation

TDTF2001A MANAGE EMERGENCIES

Content Respond to emergency situations; Take required action during an emergency; Arrange follow-on support and assistance; Communicate with staff.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTF2101A RESPOND TO TRAIN-DRIVING EMERGENCIES AND ABNORMAL SITUATIONS

Content Identify emergency or abnormal situation; Respond to emergency or abnormal situations; Arrange follow-on support and assistance; Communicate with staff and passengers.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTF2201A IMPLEMENT/MONITOR PROCEDURES WHEN WAREHOUSING/STORING DANGEROUS GOODS AND/OR HAZARDOUS SUBSTANCES

Content Access/provide information on legislative requirements, workplace policies and procedures; Implement and monitor procedures for identifying and assessing hazards; Implement and monitor procedures for controlling risks.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTF5101A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN DRIVING

Content Apply train-driving rules; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow train authority protocols; Comply with signals and track-side signs; Follow track work protocols; Follow track work rules; Maintain safeworking records; Take required action during a major emergency; Take required action in a range of train-driving situations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF5201A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO TRAIN CONTROLLING

Content Apply train controlling rules; Apply communication protocols; Follow train authority protocols; Follow track work protocols; Take required action in a range of train controlling situations; Follow procedures related to fixed signals; Take required action during a major emergency; Maintain safeworking records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF5401A APPLY 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO SHUNTING ON THE NETWORK

Content Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow track working rules; Take required action in a range of shunting situations; Maintain safeworking records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF5701A APPLY THE 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO INTERFACE COORDINATION MANAGEMENT

Content Develop and implement interface coordination plans; Participate in the negotiation of Track Access Agreements and Rail Safety Accreditation arrangements; Manage safety incidents; Participate in the development and implementation of an ER Plan.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTF5801A APPLY SAFEWORKING RULES AND REGULATIONS TO RAIL OPERATIONS

Content Apply safeworking rules and regulations; Apply communication protocols; Use and interpret radio, hand, light and flag commands; Follow safeworking protocols; Take action in the event of unsafe situations or emergencies.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTF5901A APPLY THE 'CODE OF PRACTICE FOR THE DEFINED INTERSTATE RAIL NETWORK' TO THE MANAGEMENT OF OPERATIONS, HUMAN RESOURCES AND SAFEWORKING

Content Develop and confirm worker competence in safeworking; Ensure implementation of medical standards; Manage systems for drug and alcohol control; Monitor and review safety performance; Manage compliance with safeworking equipment requirements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTG197B WORK EFFECTIVELY WITH OTHERS

Content Contribute to determination of appropriate work roles; Contribute to the planning of the activity; Work with others.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTG297B LEAD WORK TEAM OR GROUP

Content Participate in team/group planning; Manage and develop team/group performance; Participate in and facilitate the work team/group; Document and review work team/group tasks.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTG598B ORGANISE TRANSPORT WORKLOAD

Content Organise and accept responsibility for own workload; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTG698B FACILITATE WORK TEAMS

Content Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Encourage and facilitate the work of teams.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTG701A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Content Communicate with customers and colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTGCSO01A CREATE CUSTOMER RELATIONSHIP

Content Establish contact with customers; Present a positive organisational image.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTGCSO02A DEAL WITH CUSTOMER FEEDBACK

Content Handle customer feedback; Record customer feedback.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTGCSO03A PROCESS CUSTOMER COMPLAINTS

Content Respond to complaints; Refer complaints.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTGCSO04A MEET CUSTOMER NEEDS AND EXPECTATIONS

Content Identify customer needs and expectations; Provide the identified customer needs and expectations.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTGCSO06A ADDRESS CUSTOMER NEEDS

Content Assist customer to articulate needs; Satisfy complex customer needs.

Nominal Hours 10 Hours

Assessment As per accredited training package documentation

TDTH197C INTERPRET ROAD MAPS AND NAVIGATE PRE-DETERMINED ROUTES

Content Identify and determine the pre-planned route; Complete necessary documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTH297C PLAN AND NAVIGATE ROUTES

Content Interpret street maps; Plan routes; Follow planned route.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTH398B PRIORITISE COURIER/DELIVERY OPERATIONS

Content Identify work requirements; Plan and prepare for work; Undertake work operations; Adjust to changing work priorities; Complete work operations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTH401A IDENTIFY MAJOR ROADS, SERVICES AND ATTRACTIONS

Content Locate all major roads, highways and suburbs in a metropolitan area; Locate transport interchanges, jetties, ports, stations and terminals; Identify main public services and facilities; Locate key features in a central business district.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI197C COORDINATE QUALITY CUSTOMER SERVICE

Content Plan to meet internal and external customer requirements; Ensure delivery of quality service; Monitor, adjust and report customer service.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTI297C APPLY CUSTOMER SERVICE SKILLS

Content Deal with customer inquiries; Monitor customer satisfaction.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTI397B PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES/VESSELS

Content Monitor and address passenger needs; Prepare and deliver commentaries; Implement conflict resolution strategies; Communicate with suppliers.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTI497B MANAGE CAMPING PROCEDURES FOR COACHES AND BUSES

Content Prepare for camping tour; Oversee the establishment of the camp site; Vacate the campsite.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI598B MARKET SERVICES AND PRODUCTS TO CLIENTS

Content Recognise opportunities to promote products and services; Establish and maintain contact with clients; Negotiate sales; Close sales.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI698B PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS

Prerequisite(s) Nil

Content Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTI797C PROVIDE FREIGHT FORWARDING INFORMATION TO CUSTOMERS

Content Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI898B MONITOR TRANSPORT ACTIVITIES AT INTERCHANGES

Content Monitor transport and passenger movements; Identify coordination problems; Inform customers of irregularities.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI998B PROVIDE ON-BOARD SERVICES TO CUSTOMERS

Content Establish effective communication with customers; Identify and assess the needs and expectations of different customers; Provide the identified customer requirement.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTI1601A SERVICE FREIGHT CUSTOMERS

Content Confirm freight customer needs; Provide quotations; Calculate freight charges; Modify products and services; Promote existing freight service.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTI1701A DEVELOP FREIGHT CUSTOMERS

Content Identify potential freight business; Evaluate potential business; Develop proposals for new products or services; Negotiate products and services with customers; Maintain knowledge of the market.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTJ197A APPLY QUALITY PROCEDURES

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTJ197B APPLY QUALITY PROCEDURES

Content Apply quality concepts; Trial improvements; Implement improvements.

Nominal Hours 20-30 Hours

Assessment As per accredited curriculum

TDTJ297B APPLY QUALITY SYSTEMS

Content Work within a quality improvement system; Use quality improvement systems, tools and techniques.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTJ398B APPLY GRAIN PROTECTION MEASURES

Content Prepare for application of pest control measures; Apply pest control measures; Ventilate fumigated storages; Maintain records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTJ498B IMPLEMENT GRAIN MONITORING MEASURES

Content Install grain quality control equipment; Monitor the quality of stored commodities;

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTJ598B SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS

Content Establish specifications and test procedures; Select evidence; Conduct and interpret tests; Report findings.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTJ698B IMPLEMENT GRAIN PROTECTION PROCEDURES

Content Identify required pest control measures; Plan and prepare for application of pest control measures; Monitor application of pest control measures; Ventilate fumigated storages; Maintain records.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTJ798A CONDUCT INTERNAL QUALITY AUDITS

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTJ798B CONDUCT INTERNAL QUALITY AUDITS

Content Prepare for internal audit; Schedule internal audit; Conduct audit and document findings; Report audit results.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTK197B USE INFOTECHNOLOGY DEVICES AND COMPUTER APPLICATIONS IN THE WORKPLACE

Content Identify infotechnology/computer equipment and systems; Set up and shut down equipment for use; Input, store, retrieve and present files/data; Implement workplace procedures for management and security of data.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTK397 APPLY KEYBOARD SKILLS

Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTK397B APPLY KEYBOARD SKILLS

Content Apply occupational health and safety principles; Enter data.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTK698A EVALUATE SOFTWARE REQUIREMENTS AND HARDWARE ENHANCEMENTS

Content Analyse requirements for improved computer; Evaluate software; Investigate hardware enhancements; Implement system improvement; Measure systematic improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTK698B EVALUATE SOFTWARE REQUIREMENTS AND HARDWARE ENHANCEMENTS

Content Analyse requirements for improved computer applications; Evaluate software; Investigate hardware enhancements; Implement system improvement; Measure systemic improvement.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTK798B PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION

Content Identify and establish document purpose and information sources; Compile data files; Transmit documentation; Receive documentation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTL197B COMPLETE WORKPLACE ORIENTATION/INDUCTION PROCEDURES

Content Identify major areas of the workplace in terms of functions, organisational structures and occupations; Organise and accept responsibility for own workload; Apply ethical practices; Receive and act constructively on personal feedback; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL297B UNDERTAKE EMPLOYEE PAYROLL ACTIVITIES

Content Compile and verify payroll data; Record payroll data; Organise payment of wages and salaries.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL397B CONDUCT INDUCTION PROCESS

Content Outline the relationship between employee and the company; Establish requirements of position; Complete relevant workplace documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL597C APPLY CONFLICT/GRIEVANCE RESOLUTION STRATEGIES

Content Identify potential conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL797C COORDINATE FLEET CONTROL LOGISTICS

Content Carry out fleet control functions; Prepare for contingencies; Communicate with customers and drivers; Coordinate scheduling of operational tasks; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL898B COMPLETE ROUTINE ADMINISTRATIVE TASKS

Content Receive and distribute incoming mail; Receive and despatch outgoing mail; File documents; Receive and relay written and oral messages.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTL998B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Content Manage Self; Set and meet own work priorities; Develop and maintain professional competence.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTL1098B ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS

Content Assess goods/stock to be transported; Determine transit requirements; Complete documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL1298B APPLY WORKPLACE KNOWLEDGE TO PLAN IMPROVEMENTS TO OPERATIONS

Content Analyse work flow in the workplace in relation to productivity; Coordinate and advise on work practices; Identify industrial relations processes which affect the workplace and the operations of its various zones; Organise staff and equipment to complete specific tasks; Assist the team to maintain workplace security.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL1398B ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONS

Content Manage difficulties to achieve positive outcomes; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTL1498B EVALUATE AND SELECT WAREHOUSE RESOURCES

Content Define objectives for required warehouse operations; Specify equipment and system performance functions; Evaluate and select equipment; Document processes.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTL1598B MANAGE CHANGE PROCESSES WITHIN THE ORGANISATION

Content Participate in planning the introduction of change; Develop flexible approaches and solutions; Manage emerging challenges and opportunities.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTL1898B SELECT EMPLOYEES

Content Identify future personnel requirements; Assess applicants; Maintain records and documentation.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTL1998A IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Content Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL1998B IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Content Mobilise resources; Coordinate multi-modal transport activities; Monitor consignment(s) tracking; Implement contingency management strategy.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL2098B DEVELOPMENT AND MAINTAIN OPERATIONAL PROCEDURES FOR TRANSPORT AND DISTRIBUTION ENTERPRISES

Content Plan and develop operational procedures; Monitor the implementation of the operational procedure(s); Evaluate the implementation of operational procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL2198B COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE FACILITIES

Content Plan for erection of temporary storage facility; Erect temporary storage facility; Dismantle temporary storage facility after outloading.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL2601A MANAGE EXPORT LOGISTICS

Content Plan efficient export logistics; Develop contingency management strategy; Produce operation schedules for export logistics; Monitor and coordinate systems for export logistics.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

TDTL3001A CONTROL A FURNITURE WAREHOUSE

Content Determine sire functions and operations; Receive and despatch furniture; Maintain inventory; Maintain warehouse security; Monitor storage operations; Complete records.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTL3101A MONITOR AND PROCESS ATTENDANCE RECORDS

Content Monitor attendance records; Process attendance records.

Nominal Hours 20 Hours

Assessment As per accredited training package documentation

TDTL3201A IMPLEMENT EQUAL EMPLOYMENT EQUITY STRATEGIES

Content Identify and communicate agreed employment equity direction; Respond to enquiries regarding employment equity; Implement employment equity strategies; Contribute to policy development; Evaluate and report.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3301A PROMOTE EFFECTIVE WORKPLACE PRACTICE

Content Contribute positively to the work team environment; Observe and promote work safety procedures; Maintain and promote well being of team; Participate in competency development.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3401A ARRANGE ALTERNATIVE PASSENGER TRANSPORT

Content Identify and confirm transport requirements; Arrange alternative transport; Monitor and update transport arrangements.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3501A ALLOCATE MOTIVE POWER

Content Identify train operating requirements; Establish motive power requirements and availability; Allocate individual motive power units; Monitor and adjust motive power allocation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3601A DEVELOP ROSTERS

Content Identify operating requirements; Identify tasks and responsibilities and work requirements; Establish work rosters; Finalise work rosters.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3701A APPLY AND AMEND ROSTERS

Content Identify changes to timetables, planned activities and support activities; Confirm changes to planned activities; Confirm personnel availability; Re-allocate personnel and amend rosters.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL3801A ORGANISE MARSHALLING AND SHUNTING OPERATIONS

Content Identify marshalling and shunting requirements; Identify required rolling stock movements; Plan rolling stock movements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL3901A ASSIST WITH TRAIN OPERATIONS

Content Assist with preparing for train operation; Assist with train operation; Hand over or stable train.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

TDTL4001A PLAN AND CONTROL DAILY TRAIN OPERATIONS

Content Develop daily train plan; Implement daily train movements; Monitor daily train plan; Maintain documentation and workplace procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL4101A MONITOR AND RECORD ROLLING STOCK LOCATIONS

Content Identify rolling stock; Identify planned movements; Verify and record movement.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL4201A CONTROL RAIL TRAFFIC MOVEMENT

Content Monitor status of current train area plan; Implement the daily working timetable; Control rail traffic movement; Implement contingency plans for system faults and failures, and for planned events; Update traffic movement documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL4301A ALLOCATE FREIGHT

Content Confirm train consist; Review freight load plan; Allocate freight to wagons.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL4401A ORGANISE FREIGHT YARD MOVEMENT

Content Identify loading/unloading requirements and priorities; Coordinate freight yard movement activities.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTL4501A ORGANISE SERVICES FOR SPECIAL EVENTS

Content Determine transport requirements; Plan and prepare for the special event; Implement transport plan.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL4601A HANDLE CUSTOMER LUGGAGE/PROPERTY

Content Handle customer luggage/property; Process lost luggage/property.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL4701A COORDINATE TRAIN MOVEMENT ACTIVITIES

Content Communicate with drivers; Communicate with staff and customers; Oversee train disablement.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL4801A PREPARE FOR TRAIN DEPARTURE

Content Check train equipment; Check for any planned variations from normal routines; Check passenger facilities (where relevant); Check stock levels (where relevant).

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL4901A DEVELOP TRAIN PLANS AND SCHEDULES

Content Analyse train requirements; Establish train specifications; Establish train section run times; Monitor and update train requirements.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTL5001A ALLOCATE ROLLING STOCK

Content Identify train consists and passenger and/or freight requirements; Establish available rolling stock; Allocate rolling stock to trains; Monitor and amend rolling stock allocation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL5101A PLAN TRAIN CONSISTS

Content Identify passenger requirements and resources; Plan stopping and loading patterns for passenger services; Plan connections with other passenger services; Identify freight requirements and resources; Plan consists and loads for freight trains.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO398B UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT

Prerequisite(s) Nil

Content Select loading site; Undertake load transfer; Complete transfer documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO498B CONDUCT CONTROL PROCEDURES FOR TRANSFERRING EXPLOSIVES AND DANGEROUS/SPECIALISED GOODS

Content Clarify movements of dangerous, hazardous or high risk goods; Implement safety and hazard control procedures for loading, unloading or goods movement activities; Review and complete goods transfer operation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTO598A PLAN AND MANAGE SECURITY PROCEDURES FOR THE ENTERPRISE

Content Assess security risks; Specify security requirements; Implement security plan; Monitor and review system performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTO598B PLAN AND MANAGE SECURITY PROCEDURES FOR THE ENTERPRISE

Content Assess security risks; Specify security requirements; Implement security plan; Monitor and review system performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTO698B PLAN AND MANAGE SECURITY PROCEDURES FOR TRANSFERRING AND TRANSPORTING DANGEROUS GOODS

Content Clarify movements of hazardous or high risk goods; Implement procedures for loading, loading or goods movement activities; Check and monitor personnel and goods within the work area; Coordinate responses on security incidents/emergencies; Carry out surveillance of work areas; Review and complete goods transfer operation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTO798B UNDERTAKE EMERGENCY RESPONSE ACTION TO A SECURITY THREAT

Content Select emergency actions to be applied; Maintain communications; Report incident.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO898B IMPLEMENT CASH-IN-TRANSIT SECURITY EQUIPMENT

Content Check and monitor personnel and goods within the work area; Coordinate responses on security incidents/emergencies; Carry out surveillance of work areas; Complete reports.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTO998B TEST AND INSPECT CASH-IN-TRANSIT SECURITY INCIDENTS

Content Inspect equipment and work area; Check equipment operational capability; Identify and assess the impact of faults on security requirements; Record and report results of inspection and testing.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTO1098B RESPOND TO CASH-IN-TRANSIT SECURITY INCIDENTS

Content Identify the nature of potential security threats; Select emergency actions to be applied; Report incident.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTO1198 PROVIDE REVENUE PROTECTION MEASURES

Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTO1198B PROVIDE REVENUE PROTECTION MEASURES

Content Prepare for revenue protection activities; Implement revenue protection procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO1298B MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR

Content Monitor passenger behaviour; Identify and resolve disruptive/unlawful activity; Take action to control unlawful behaviour; Report and document incident(s).

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO1398B ADMINISTER SECURITY OF ASSETS AND FACILITIES

Content Assess security requirements; Develop and implement security programs; Monitor and evaluate security programs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTO1501A MAINTAIN SECURITY OF RAILWAY PROPERTY AND REVENUE

Content Monitor and maintain the security of railway property; Secure cash revenue; Secure railway property.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTO1601A APPLY AND MONITOR WORKPLACE SECURITY PROCEDURES

Content Check and monitor personnel and goods entering the existing worksite; Carry out surveillance of work areas; Deal and write reports on security incidents emergencies; Complete required documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTP197B DEVELOP PLANS TO MEET CUSTOMER AND ORGANISATION NEEDS

Content Contribute to strategic planning; Analyse market needs; Contribute to business documentation; Communicate to other members of the organization.

Nominal Hours 30-40 Hours

Assessment As per accredited curriculum

TDTP297B FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE

Content Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

TDTP598B MANAGE WORKPLACE INFORMATION

Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Contribute to the preparation of operational plans; Prepare resource proposals.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTP698B ESTABLISH INTERNATIONAL DISTRIBUTION NETWORKS

Content Source potential networks; Establish potential service provider's profile; Contract service providers.

Nominal Hours 130 Hours

Assessment As per accredited curriculum

TDTP798B CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT

Content Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTP1098B ASSESS LIFT REQUIREMENTS AND PROVIDE QUOTATION

Content Establish customer requirements; Determine credit rating of customer; Identify scope of work; Specify job requirements and methods with customers; Document quotation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTQ197C CONDUCT FINANCIAL TRANSACTIONS

Content Operate point of sale equipment; Transact sale; Clear register; Maintain sales documents.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTQ298B SET AND ACHIEVE BUDGET

Content Plan budget requirements; Monitor budget and take corrective action; Monitor expenditure; Review and modify budget.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTQ397B MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS

Content Establish system requirements; Establish financial management system; Maintain financial reporting systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTQ498B ORGANISE FREIGHT INVOICING AND PAYMENT

Content Prepare invoices; Coordinate documentation; Process payments.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTQ598B SET, MONITOR AND EVALUATE BUDGETS FOR BUSINESS UNITS

Content Evaluate data for budget; Draft budget; Negotiate budgets; Implement and monitor budget performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTQ798A PREPARE AND PROCESS FINANCIAL DOCUMENTS

Content Contact Department for details. New Training Package being implemented for 2003.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTQ798B PREPARE AND PROCESS FINANCIAL DOCUMENTS

Content Record and balance petty cash transactions; Balance all transactions; Rectify discrepancies as directed; Prepare invoices for debtors; Prepare and process banking documents.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTQ898A NEGOTIATE A CONTRACT

Content Negotiate contract; Complete contract negotiations; Complete enterprise contract requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTQ998B CONDUCT COURIER/DELIVERY CASH TRANSACTIONS

Prerequisite(s) Nil

Content Establish price with customers; Conduct cash transaction; Record cash transaction details.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTQ1001A MAINTAIN CUSTOMER CREDIT ACCOUNTS AND SERVICES

Content Establish and maintain customer credit accounts and services; Maintain customer information system.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTQ1101A MAINTAIN PETTY CASH ACCOUNT

Content Prepare petty cash documentation; Conduct cash transactions.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

TDTQ1201A SELL PRODUCTS AND SERVICES

Content Prepare for financial transactions; Promote products and services; Sell products or services; Process refunds; Reconcile financial transactions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTQ1301A ADVISE ON AND CONSTRUCT FARES FOR CUSTOMERS

Content Advise on fares; Construct fares and itineraries; Issue documents.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTR198B MONITOR SUPPLIER PERFORMANCE

Content Administer supplier contract; Complete documentation.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTR298B SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS

Content Analyse supply requirements; Evaluate potential contractors.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTR398A CONTRACT TRANSPORT AND DISTRIBUTION SERVICES

Content Negotiate contract with contractor; Complete contract negotiations; Complete enterprise contract requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTR398B NEGOTIATE A CONTRACT

Content Negotiate contract with contractor; Complete contract negotiations; Complete enterprise contract requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTT198B CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM

Content Identify records to be captured; Register the record.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT298B DOCUMENT A RECORDS SYSTEM

Content Identify the records creators and their accountability requirements; Locate the records creators in their organisational structure; Identify the activities/function documented by the records; Analyse and describe the record keeping system in which the records are created to identify the series; Describe the links between record keeping series; Describe the anomalies to the normal order of the series; Document the records series and its relationships over time.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTT398B IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED

Content Identify records to be captured; Classify the record; Register the record.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTT498B MAINTAIN CONTROL OF RECORDS

Content Track record; Conduct a file audit; Prepare reports from records system; Prepare staff lists; Implement disaster recovery procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT598B PROVIDE INFORMATION FROM AND ABOUT RECORDS

Content Identify range of records required; Gather required records; Interpret and administer access rules and procedures; Provide the information in response to users' requests.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT698B PROVIDE RECORDS RETRIEVAL SERVICE

Content Locate/retrieve records required; Ensure security of records; Deliver the record or record information.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT798B SENTENCE RECORDS

Content Identify records for sentencing; Examine records for sentencing; Select disposal status for records; Record the disposal status.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

TDTT898B UNDERTAKE DISPOSAL PROGRAM

Content Prepare for disposal activities; Undertake disposal activities; Supervise disposal actions; Seek approval for disposal actions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTT998B UNDERTAKE MOVEMENT OF RECORDS

Content Select records for movement; Maintain control of records; Transfer records.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT1098B DESTROY RECORDS

Content Collect records to be destroyed; Select destruction mode; Destroy records; Document procedures.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTU101A IMPLEMENT AND MONITOR ENVIRONMENTAL PROTECTION POLICIES AND PROCEDURES

Content Access information concerning environmental protection regulations and procedures; Implement and monitor procedures concerning environmental hazards; Implement and monitor environmental control procedures; Implement and monitor environmental protection training procedures; Implement and monitor environmental protection records procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTU601A CONDUCT ENVIRONMENTAL AUDITS

Content Prepare for environmental audit; Schedule internal audit; Conduct environmental audit and document findings; Report environmental audit results.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

TDTU701A CARE FOR THE ENVIRONMENT

Content Minimise the effects of pollution during operations; Minimise the effects of pollution during maintenance; Transport/handle environmentally hazardous materials safely.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV198B CUT AND JOIN MATERIALS

Content Plan the cutting/joining process; Undertake the cutting/joining process; Complete the cutting/joining process.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV298B OPERATE HAND HELD AIR/POWER EQUIPMENT FOR PRODUCTION PROCESSES

Content Identify equipment and power requirements; Set up equipment and complete pre-use checks; Operate hand held air/power equipment; Store equipment appropriately.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV398B APPLY SURFACE COATINGS USING A SPRAY GUN

Content Plan surface coating process; Undertake surface preparation; Apply surface coating; Complete workplace operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV498B UNDERTAKE PALLET REPAIRS

Content Inspect and assess pallet condition; Repair non-conforming pallets; Complete Operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV598B CLEAN AND INSPECT PALLETS

Content Identify workplace procedures, resources and requirements for cleaning pallets; Inspect and clean pallets; Monitor and maintain cleanliness and tidiness of pallet cleaning and storage areas; Complete assigned pallet cleaning and inspection duties.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV698B MANUFACTURE PALLETS USING AUTOMATED METHODS

Content Plan production of pallets; Set up pallet production; Operate automated pallet manufacturing equipment; Complete operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV798B MANUFACTURE PALLETS USING MANUAL METHODS

Content Plan production of pallets; Set up pallet production; Undertake manual production of pallets; Complete operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV898B DOCK BOARDS USING COMPUTER PROGRAMMED MACHINERY

Content Prepare computer programmed machinery to dock boards; Operate programmed machinery to dock boards; Monitor and rectify the processing operations where necessary; Complete operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTV998B DOCK BOARDS ON MECHANICAL FEEDS

Content Prepare for docking with mechanical feed; Cut boards on mechanical feed; Monitor and correct processing; Complete operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTW601A OPERATE COMPUTERISED MAIL AND PARCELS SORTING EQUIPMENT

Content Set up mail and parcels sorting equipment for operation; Operate mail and parcels sorting equipment; Complete sorting process for mail and parcels.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTW701A CODE AND COORDINATE VIDEO-CODING OPERATIONS

Content Prepare to video-code mail; Video-code mail; Resolve problems with video-coding process; Complete video-coding process.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTW801A CARRY OUT CULLER FACER CANCELLER (CFC) OPERATIONS

Content Prepare to use CFC machine; Complete CFC operations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHBCAT01B PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS

Content Prepare and present foods to meet basic nutritional needs; Prepare and present foods to meet special dietary requirements; Prepare foods to satisfy specific cultural or religious needs.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

THHBCAT02B PACKAGE PREPARED FOODSTUFFS

Content Ensure food is suitable for packaging, storage and transportation; Select packaging appropriate to specific food; Package food according to needs.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

THHBCAT03B TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER

Content Identify appropriate food transportation; Transport food safely and hygienically; Store food safely and hygienically.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

THHBCAT06B APPLY CATERING CONTROL PRINCIPLES

Content Identify procedures to reduce wastage; Carry out catering control procedures; Minimise waste.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHBC01B USE BASIC METHODS OF COOKERY

Content Select and use cooking equipment and technology; Use methods of cookery.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

THHBCC02B PREPARE APPETISERS AND SALADS

Content Prepare and present a variety of salads and dressings; Prepare and present a range of hot and cold appetisers; Store appetisers and salads.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHBCC03B PREPARE STOCKS, SAUCES AND SOUPS

Content Prepare stocks, glazes and essences required for menu items; Prepare sauces required for menu items; Store and reconstitute stocks, sauces and soups.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

THHBCC04B PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES

Content Prepare vegetable and fruit dishes; Prepare farinaceous dishes; Prepare and cook egg-based dishes; Store vegetables, egg and farinaceous foodstuffs.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

THHBCC05B PREPARE AND COOK POULTRY AND GAME

Content Select and purchase poultry and game; Handle and store poultry and game; Prepare, cook and present poultry and game.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHBCC06B PREPARE AND COOK SEAFOOD

Content Select and store seafood; Prepare and cook fish and shellfish; Present fish and seafood.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHBCC07B SELECT, PREPARE AND COOK MEAT

Content Select meats; Prepare and portion meats; Cook and present meat cuts for service; Store meat.

Nominal Hours 50Hours

Assessment As per accredited curriculum

THHBCC08B PREPARE HOT AND COLD DESSERTS

Content Prepare and produce desserts; Decorate, portion and present desserts; Prepare sweet sauces; Prepare accompaniments, garnishes and decorations; Store desserts.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

THHBCC09B PREPARE PASTRY, CAKES AND YEAST GOODS

Content Prepare, decorate and present pastries; Prepare and produce cakes and yeast goods; Decorate pastry, pastry products, cakes and yeast goods; Portion and store pastry, cakes and yeast goods.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THHBCC10B PLAN AND PREPARE FOOD FOR BUFFETS

Content Plan the buffet; Prepare, produce and present foods for buffets; Prepare and produce desserts for buffets; Store buffet items.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHBCC11B IMPLEMENT FOOD SAFETY PROCEDURES

Content Identify food safety critical control points and hazards; Implement procedures for food safety.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHBCC13B PLAN AND CONTROL MENU-BASED CATERING

Content Plan and prepare menus; Control menu-based catering.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHBKA01A ORGANISE AND PREPARE FOOD

Content Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHBKA01B ORGANISE AND PREPARE FOOD

Content Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHBKA02B PRESENT FOOD

Content Prepare food for service; Portion and plate food; Work in a team.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

THHBKA03A RECEIVE AND STORE KITCHEN SUPPLIES

Content Take delivery of stock; Store stock; Rotate and maintain stock.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHBKA03B RECEIVE AND STORE KITCHEN SUPPLIES

Content Take delivery of supplies; Store supplies; Rotate and maintain supplies.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHBKA04B CLEAN AND MAINTAIN KITCHEN PREMISES

Content Clean, sanitise and store equipment; Clean and sanitise premises; Handle waste and linen.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHBTHS04A MANAGE INTOXICATED PERSONS

Content Determine the level of intoxication; Apply appropriate procedures; Remove the person from premises; Provide customer service; Deal with underage drinkers; Comply with legislation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHCCH01A PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)

Content Organise and prepare for food service; Cook and serve menu items for food service; Complete end of service requirements.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

THHCCH02A PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)

Content Coordinate, organise and prepare for food service; Cook and serve menu items for food service; Coordinate and complete end of service requirements.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS

Content Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Content Communicate with customers and colleagues from diverse backgrounds; Deal with cross cultural misunderstandings.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Content Follow workplace procedures for health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.

Nominal Hours 5 Hours

Assessment As per accredited curriculum

THHGCS01B DEVELOP AND UPDATE LOCAL KNOWLEDGE

Content Develop local knowledge; Update local knowledge.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHGCS02B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS

Content Develop and maintain product/service and market knowledge; Encourage customers to use and buy products and services.

Nominal Hours 40-45 Hours

Assessment As per accredited curriculum

THHGCS03B DEAL WITH CONFLICT SITUATIONS

Content Identify conflict situations; Resolve conflict situations; Respond to customer complaints.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHGCS04B MAKE PRESENTATIONS

Content Prepare for presentations; Make presentations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGCS06B PLAN & IMPLEMENT SALES ACTIVITIES

Content Plan sales activities; Prepare for sales calls; Make sales calls; Review and report on sales activities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHGCS07B CO-ORDINATE MARKETING ACTIVITIES

Content Plan and organise marketing and promotional activities; Undertake a general public relations role; Review and report on promotional activities.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGCS08B ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS

Content Establish and conduct business relationships; Conduct negotiations; Make formal business agreements; Foster and maintain business relationships.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGFA01B PROCESS FINANCIAL TRANSACTIONS

Content Process receipts and payments; Reconcile takings.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHGFA06A INTERPRET FINANCIAL INFORMATION

Content Access and interpret financial information; Apply financial information to management activities.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGGA01B COMMUNICATE ON THE TELEPHONE

Content Respond to incoming telephone calls; Make telephone calls.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHGGA02B PERFORM OFFICE PROCEDURES

Content Process office documents; Draft written communication; Maintain document systems.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHGGA04B PREPARE BUSINESS DOCUMENTS

Content Determine document requirements; Conduct research; Prepare document; Follow up document.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHGGA05B PLAN AND MANAGE MEETINGS

Content Plan and prepare for meetings; Conduct meetings; Debrief and follow up meetings.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHGGA06B RECEIVE AND STORE STOCK

Content Take delivery of stock; Store stock; Rotate and maintain stock.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

THHGGA07B CONTROL AND ORDER STOCK

Content Maintain stock levels and records; Process stock orders; Minimise stock losses; Follow up orders; Organise and administer stocktakes.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THHGGA09B MANAGE PROJECTS

Content Plan project; Administer and monitor project; Evaluate project.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGHS01A FOLLOW WORKPLACE HYGIENE PROCEDURES

Content Follow hygiene procedures; Identify and prevent hygiene risks.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

THHGHS01B FOLLOW WORKPLACE HYGIENE PROCEDURES

Content Follow hygiene procedures; Identify and prevent hygiene risks.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

THHGHS03A PROVIDE FIRST AID

Content Assess and respond to emergency first aid situations; Provide appropriate treatment; Monitor the situation; Prepare an incident report.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

THHGHS03B PROVIDE FIRST AID

Content Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

THHGLE01B MONITOR WORK OPERATIONS

Content Monitor and improve workplace operations; Plan and organise workflow; Maintain workplace records; Solve problems and make decisions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE02B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES

Content Provide information on health, safety and security; Coordinate staff participation in health, safety and security issues; Implement and monitor procedures for controlling hazards and risks; Implement and monitor health, safety and security training; Maintain health, safety and security records.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE03B DEVELOP AND IMPLEMENT OPERATIONAL PLANS

Content Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

THHGLE04B ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE

Content Establish and maintain a framework for health, safety and security; Establish and maintain participative arrangements for the management of health, safety and security; Establish and maintain procedures for identifying, assessing and controlling hazards and risks; Evaluate the organisation's health, safety and security system.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE05B ROSTER STAFF

Content Develop and implement staff rosters; Maintain staff records.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE06B MONITOR STAFF PERFORMANCE

Content Monitor performance and provide feedback to staff; Recognise and resolve performance problems; Implement performance management systems.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

THHGLE07B RECRUIT AND SELECT STAFF

Content Identify recruitment needs; Administer recruitment; Select staff; Plan and organise induction programs.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGLE08B LEAD AND MANAGE PEOPLE

Content Model high standards of performance and behaviour; Develop team commitment and cooperation; Manage team performance.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGLE09A MANAGE WORKPLACE DIVERSITY

Content Encourage respect for diversity in the workplace; Use diversity as an asset; Deal with problems arising from diversity issues.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGLE09B MANAGE WORKPLACE DIVERSITY

Content Encourage respect for diversity in the workplace; Use diversity as an asset; Deal with problems arising from diversity issues.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGLE11B MANAGE QUALITY CUSTOMER SERVICE

Content Develop approaches to enhance customer service quality; Manage the delivery of quality service; Monitor and adjust customer service.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE12B DEVELOP AND MANAGE MARKETING STRATEGIES

Content Collect and analyse information on the internal business environment; Collect and analyse information on the external business environment; Prepare marketing strategies or plans; Implement and monitor marketing activities; Conduct ongoing evaluation.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

THHGLE13B MANAGE FINANCES WITHIN A BUDGET

Content Allocate budget resources; Monitor financial activities against budget; Identify and evaluate options for improved budget performance; Complete financial/statistical reports.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE14B PREPARE AND MONITOR BUDGETS

Content Prepare budget information; Prepare budget; Monitor and review budget.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THHGLE15B MANAGE FINANCIAL OPERATIONS

Content Develop approaches to financial management; Develop and monitor financial procedures and systems; Make pricing decisions; Monitor financial performance; Prepare financial reports.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

THHGLE16A MANAGE PHYSICAL ASSETS

Content Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the performance of physical assets in the workplace; Co-ordinate financing of physical assets.

Nominal Hours 39-40 Hours

Assessment As per accredited curriculum

THHGLE16B MANAGE PHYSICAL ASSETS

Content Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the condition and performance of physical assets in the workplace; Coordinate financing of physical assets.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THHGLE19B DEVELOP AND IMPLEMENT A BUSINESS PLAN

Content Analyse the internal and external business environment; Formulate business plans and strategies; Implement the business plan; Monitor the business plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THHGLE20B DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE

Content Research the legal information required for business compliance; Ensure compliance with legal requirements; Update legal knowledge.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

THHGLE22A MANAGE RISK

Content Develop risk management strategies; Implement risk management strategies; Monitor risk management strategies.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THHGTR01B COACH OTHERS IN JOB SKILLS

Content Prepare for on job coaching; Coach colleagues on the job; Follow up coaching.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THHHC001B DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Content Seek information on the hospitality industry; Source and apply information on legal and ethical issues for the hospitality industry; Update hospitality industry knowledge.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THTFME01B CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE

Content Prepare for registration; Set up registration area; Process registrations.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THTFME03A DEVELOP AND UPDATE EVENT INDUSTRY KNOWLEDGE

Content Source and apply information on the structure and operation of the event industry; Source and apply information on ethical and legal issues for the event industry; Source and apply information on event industry technology; Update event industry knowledge.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THTFTG01B WORK AS A GUIDE

Content Apply knowledge of the guiding sector; Guide tours according to legal, ethical and safety requirements; Develop guiding skills and knowledge; Communicate with tourism industry operators in English.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

THTFTG03B DEVELOP AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES

Content Research information on Australia and the local region; Prepare information for guiding activities; Update general knowledge of Australia and the local region.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

THTFTG05B LEAD TOUR GROUPS

Content Co-ordinate group movements; Encourage group morale and goodwill; Deal with conflicts and difficulties.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THTFTG06B PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES

Content Prepare commentaries or activities for presentation to customers; Present commentaries or activities to customers; Interact with customers.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

THTSMA02B CREATE A PROMOTIONAL DISPLAY/STAND

Content Make preparations for display/stand; Create the display.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THTSOP02B SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE

Content Develop destination knowledge; Update destination knowledge; Provide destination information and advice.

Nominal Hours 85 Hours

Assessment As per accredited curriculum

THTSOP03B ACCESS AND INTERPRET PRODUCT INFORMATION

Content Identify and access product information; Interpret product information.

Nominal Hours 65 Hours

Assessment As per accredited curriculum

THTSOP04B SELL TOURISM PRODUCTS AND SERVICES

Content Identify customer needs; Suggest products to meet customer needs; Provide product information and advice; Follow up sales opportunities.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

THTSOP05B PREPARE QUOTATIONS

Content Calculate costs of products and services; Provide quotations to customer; Update and amend quotations.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

THTSOP07B BOOK AND CO-ORDINATE SUPPLIER SERVICES

Content Administer customer file and identify booking requirements; Request services; Record request and confirmation; Update and finalise bookings.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

THTSOP08B OPERATE A COMPUTERISED RESERVATIONS SYSTEM

Content Access and manipulate reservation system information; Create and process reservations; Send and receive reservation communications.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

THTSOP09B PROCESS NON AIR DOCUMENTATION

Content Interpret information required for processing of documentation; Process documentation.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

THTSOP15B PROCESS AND MONITOR EVENT REGISTRATION

Content Process registrations; Monitor registrations; Finalise registrations and produce materials

Nominal Hours 60 Hours

Assessment As per accredited curriculum

THTSOP18A PROCESS AIR DOCUMENTATION

Content Interpret the information required to process air tickets; Process air travel documentation.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THTSOP19A CONSTRUCT DOMESTIC AIRFARES

Content Interpret domestic airfare information; Construct and cost domestic airfares and itineraries; Record customer quotations and administer customer file.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

THTSOP20A CONSTRUCT NORMAL INTERNATIONAL AIRFARES

Content Interpret international airfare information; Construct and cost international airfares and itineraries; Record customer quotations and administer customer file.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THTSOP21A CONSTRUCT PROMOTIONAL INTERNATIONAL AIRFARES

Content Interpret promotional airfare information; Construct and cost promotional airfares and itineraries; Record customer quotations and administer customer file.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

THTTCO01B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE

Content Seek information on the tourism industry; Source and apply information on legal and ethical issues which impact on the tourism industry; Update tourism industry knowledge.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

UTENES002A ATTEND TO BREAKDOWN

Content Prepare to attend breakdown; Evaluate extent of work; Confirm completion.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES005A CO-ORDINATE MATERIALS

Content Plan and prepare to co-ordinate materials; Coordinate materials; Inspect and notify completion of work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES007A SUPPLY PROJECTS

Content Plan and prepare to supply projects; Supply projects; Receipt, inspect, dispatch and notify completion of supply.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES008AA PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE

Content Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.

Nominal Hours 280 Hours

Assessment As per accredited curriculum

UTENES008CA PROVIDE TECHNICAL LEADERSHIP IN THE WORKPLACE

Content Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.

Nominal Hours 280 Hours

Assessment As per accredited curriculum

UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS

Content Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES050A IDENTIFY AND SELECT COMPONENTS/ACCESSORIES/MATERIALS FOR ELECTROTECH WORK ACTIVITIES

Content Prepare to identify components, accessories and materials; Select components, accessories and materials; Confirm selection of components, accessories and materials.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

UTENES051A USE OF ROUTINE EQUIPMENT/PLANT/TECHNOLOGIES IN AN ELECTROTECH ENVIRONMENT

Content Prepare to use routine equipment, plant and technologies; Use routine equipment, plant and technologies; Complete use of routine equipment, plant and technologies.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

UTENES052A INTERACT WITH CUSTOMERS/CLIENTS FOR QUALITY SERVICE

Content Prepare to interact with customers or clients; Interact with customers or clients; Confirm results of interaction with customers or clients.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

UTENES053A PARTICIPATE IN JOB DATA RECORDS COLLECTION OF THE BUSINESS

Content Prepare to contribute to operating plant and equipment; Contribute to operating plant and equipment; Complete contribution to operating plant and equipment.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

UTENES054A PRODUCE ROUTINE PRODUCTS FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES

Content Prepare to produce routine products; Produce routine products; Check results of products produced.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

UTENES055A PRODUCE ROUTINE TOOLS/DEVICES FOR CARRYING OUT ELECTROTECH WORK ACTIVITIES

Content Prepare produce routine tools and devices; Produce routine tools and devices; Check results routine tools and devices produced.

Nominal Hours 216 Hours

Assessment As per accredited curriculum

UTENES056A APPLY TECHNOLOGIES AND CONCEPTS TO ELECTROTECH WORK ACTIVITIES

Content Prepare to apply technologies and concepts; Use technologies and apply concepts to the carrying out of work; Check results in the use of technologies and applications of concepts.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

UTENES057A APPLY COMPUTATION WHEN USING EQUIPMENT/MATERIALS/CONCEPTS IN AN ELECTROTECH ENVIRONMENT

Content Prepare to apply computations when using equipment, materials and concepts; Carry out computations when using equipment, materials and concepts; Confirm results of computations when using equipment, materials and concepts.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES058A IDENTIFY AFFECTS OF ENERGY ON MACHINERY/MATERIALS IN AN ELECTROTECH ENVIRONMENT

Content Prepare to identify affects of energy on machinery and materials; Identify affects of energy on machinery and materials; Check results of the affects of energy on machinery and materials.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES059A IDENTIFY BUILDING TECHNIQUES, METHODS AND MATERIALS USED IN ELECTROTECH WORK ACTIVITIES

Content Prepare to identify building techniques, methods and materials; Identify building techniques, methods and materials; Confirm building techniques, methods and materials used.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

UTENES060A CARRY OUT ROUTINE WORK ACTIVITIES IN AN ELECTROTECH ENVIRONMENT

Content Prepare to undertake routine work activities; Carry out work as instructed; Check results of the completed work.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

UTENES063A CONTRIBUTE TO THE OPERATION OF SUPPORT PLANT AND EQUIPMENT USED IN ELECTRICITY SUPPLY

Content Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES102CA ASSEMBLE & ERECT ANTENNAE & ASSOCIATED HARDWARE (ELECTRONICS)

Content Plan and prepare for assembly and erection of antennae and associated hardware; Assemble and erect antennae and associated hardware; Inspect and notify completion of work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES105GA INSTALL AND TERMINATE WIRING SYSTEMS (CABLING/WIRING SUPPORT AND PROTECTION)

Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES105IA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – EXTRA LOW VOLTAGE)

Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES105JA INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL – LOW VOLTAGE)

Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES106AA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)

Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES106BA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)

Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES106CA INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRONICS)

Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES201AB PERFORM BASIC REPAIR TO ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)

Content Prepare to carry out basic repair work; Carry out basic repair work; Inspect and notify completion of work.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

UTENES202AB ASSEMBLE/DISASSEMBLE ELECTRICAL/ELECTRONIC COMPONENTS (COMPUTER (SYSTEMS))

Content Plan and prepare to assemble/ disassemble electrical/electronic components; Assemble/disassemble electrical/electronic components; Inspect and notify completion of work.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

UTENES206AA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES206BA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRICAL)

Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES209PA ATTACH FLEXIBLE CORDS & PLUGS TO ELECTRICAL EQUIPMENT 250 VOLT SUPPLY (SINGLE ENCLOSED C/DEVICE))

Content Plan and prepare to attach flexible cord(s) and plug(s); Attach flexible cord(s) and plug(s); Test equipment for operation and safety; Provide status report(s).

Nominal Hours 20 Hours

Assessment As per accredited curriculum

UTENES206CA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRONICS)

Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES301AA UNDERTAKE COMMISSIONING OF APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND CIRCUITS (ELECTRICAL)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES301CA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES304AA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.

Nominal Hours 180-220 Hours

Assessment As per accredited curriculum

UTENES304CA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)

Content Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.

Nominal Hours 180-220 Hours

Assessment As per accredited curriculum

UTENES401AA PERFORM FUNCTIONAL APPARATUS CHECKS (COMPUTER SYSTEMS)

Content Plan and prepare for functional apparatus checks; Perform functional apparatus checks; Inspect and notify completion of work.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES402AA TEST APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content Plan and prepare for testing; Conduct testing; Notify completion of test.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL)

Content Plan and prepare for testing; Conduct testing; Notify completion of test.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

UTENES402CA TEST APPARATUS AND CIRCUITS (ELECTRONICS)

Content Plan and prepare for testing; Conduct testing; Notify completion of test.

Nominal Hours 200 Hours

Assessment As per accredited curriculum

UTENES406AA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (COMPUTER SYSTEMS)

Content Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.

Nominal Hours 180-480 Hours

Assessment As per accredited curriculum

UTENES406CA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (ELECTRONICS)

Content Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.

Nominal Hours 180-480 Hours

Assessment As per accredited curriculum

UTENES501AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Content Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES501BA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND CIRCUITS (ELECTRICAL)

Content Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES501CA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)

Content Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).

Nominal Hours 180 Hours

Assessment As per accredited curriculum

UTENES504AA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (COMPUTER SYSTEMS)

Content Plan and prepare for diagnosis of faults in advanced systems and associated apparatus; Diagnose faults in advanced systems and associated apparatus; Rectify faults in advanced systems and associated apparatus; Provide status report(s).

Nominal Hours 200-480 Hours

Assessment As per accredited curriculum

UTENES504CA DIAGNOSE FAULTS IN ADVANCED SYSTEMS AND APPARATUS (ELECTRONICS)

Content Plan and prepare for diagnosis of faults in advanced systems and associated apparatus; Diagnose faults in advanced systems and associated apparatus; Rectify faults in advanced systems and associated apparatus; Provide status report(s).

Nominal Hours 200-480 Hours

Assessment As per accredited curriculum

UTENES702AA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)

Content Redesign and develop modifications to computer apparatus and associated systems.

Nominal Hours 680 Hours

Assessment As per accredited curriculum

UTENES702CA DESIGN ELECTRICAL/ELECTRONIC APPARATUS AND SYSTEMS (COMPUTER SYSTEMS)

Content Redesign and develop modifications to electronic apparatus and associated systems.

Nominal Hours 680 Hours
Assessment As per accredited curriculum

VA020 ENGLISH 1 & 2

Content Extending language skills through developing the capacity to speak and write effectively for a range of purposes and audiences in a variety of ways.
Nominal Hours 72 Hours each
Assessment As per accredited curriculum

VA028 INFORMATION TECHNOLOGY 1

Content Role and practice of information processing in assisting people to solve problems more effectively; Functions and capabilities of information processing equipment; Influences on and effects of developments in information technology.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA028 INFORMATION TECHNOLOGY 2

Content Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA030 PHYSICS 1: HEAT, LIGHT, RADIOACTIVITY AND NUCLEAR ENERGY

Content Introduction to the nature and scope of physics.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA030 PHYSICS 2: MOVEMENT AND ELECTRICITY

Content Key concepts of mechanics and electricity.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA032 CHEMISTRY 1: MATERIALS

Content Range of chemical processes through a study of common materials; Properties of both useful and waste materials and their modification.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA032 CHEMISTRY 2: CHEMISTRY IN EVERYDAY LIFE

Content Chemical reactions that occur in the biosphere; appropriate chemical concepts; Evaluation of the environmental impact of human activity.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA034 BIOLOGY 1: ORGANISMS IN THEIR ENVIRONMENT

Content Characteristics of living things and their environmental requirements; Complex interactions that sustain life on earth; Interplay between activities and ecosystems.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA034 BIOLOGY 2: ORGANISMS IN THEIR ENVIRONMENT

Content Biological processes common to all organisms; Similarities and differences between plants and animals; Use of technology to explore, maintain and modify biological functions and issues arising.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA036 HISTORY 1: TWENTIETH CENTURY HISTORY (1900-1945)

Content Momentous events and new ideas that occurred in the first half of the 20th century; Challenges to the 'Old World'; New forms of economic and political organisations and cultural expression. Possible topics include World War II, the jazz age, the Russian Revolution, the rise of fascism, the Spanish Civil War and World War II.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA036 HISTORY 2: TWENTIETH CENTURY HISTORY (SINCE 1945)

Content Main events; Competing ideologies and social movements since 1945; Inter-play between domestic events and international developments. Possible topics include the Cold War, the Vietnam War, the civil rights movement in the USA, the Chilean coup, the revolution in Nicaragua.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA038 ACCOUNTING 1: PERSONAL ACCOUNTING

Content Basic skills and approaches of accounting ; gathering, recording, analysing, interpreting and reporting financial information for personal use in everyday life.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA038 ACCOUNTING 2: SINGLE ENTRY ACCOUNTING FOR SMALL BUSINESS

Content Single entry procedures in a business environment with a focus on trading and service-type small businesses; Recording of transactions from verifiable evidence without the use of ledger accounts.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA046 PSYCHOLOGY 1: DEVELOPMENT OF BEHAVIOUR

Content How important developmental events unfold in childhood; Development of individual and social behaviour.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA046 PSYCHOLOGY 2: SELF AND OTHERS

Content Differences between people; Idea of normality and its applications to the constructs of intelligences and personality; Influences of groups and society on the individual.
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA052 BUSINESS MANAGEMENT 3: HUMAN RESOURCES MANAGEMENT

Content Role of management in the development and implementation of human resource policy; Links between management and human resources; industrial relations and changes occurring in human resource management policies.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA052 BUSINESS MANAGEMENT 4: CORPORATE MANAGEMENT

Content Broad range of management functions within the context of large business; Methods used by management to achieve the objectives of the organisation; Management styles; How change is managed in large organisations.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA054 ENGLISH AS A SECOND LANGUAGE 1 & 2

Content Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.

Nominal Hours 108 Hours each

Assessment As per accredited curriculum

VA056 ENGLISH AS A SECOND LANGUAGE 3 & 4

Content Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.

Nominal Hours 102 Hours each

Assessment As per accredited curriculum

VA060 LEGAL STUDIES 1: THE INDIVIDUAL AND THE LAW

Content Introduction to the nature of law, The Need of laws and their effect on the individual; Identify problems which might be resolved by access to the law; Avenues of legal assistance; Two basic types of law-criminal and civil.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VA060 LEGAL STUDIES 2: THE LAW IN OPERATION

Content Links between the law and the community; Dilemmas facing the law and measures for assessing the appropriateness of the law as it responds to the expectations of the community.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VA210 ENGLISH 3 & 4

Content Extending language skills through developing the capacity to speak and write effectively for a range of purposes and audiences in a variety of ways.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA221 ACCOUNTING 3: DOUBLE ENTRY ACCOUNTING FOR SERVICE FIRMS

Content Double entry accounting procedures for recording from verifiable evidence; Accrual method of recognition of revenue and expenses. Focuses on service firms that rely predominantly on the skill or expertise of personnel to satisfy client needs.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA221 ACCOUNTING 4: DOUBLE ENTRY ACCOUNTING FOR TRADING FIRMS

Content Further development of double entry accounting procedures through the introduction of trading firms: Accounting for management; Design of appropriate reports; Alternative available to accountants both in recording and reporting transactions. The unit focuses on trading firms which are engaged in selling goods to customers for a profit.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA223 BIOLOGY 3: SURVIVAL MECHANISMS

Content Cellular processes and the various mechanisms that enhance the survival of individual organisms, technologies used to increase an organism's chance of survival when its control systems or defences are inadequate.

Nominal Hours 85 Hours

Assessment As per accredited curriculum

VA223 BIOLOGY 4: BIOLOGICAL CONTINUITY CHANGE

Content Mechanisms of biological inheritance; Processes of evolution; Consequences for society development in modern biology such as advanced biological technology.

Nominal Hours 85 Hours

Assessment As per accredited curriculum

VA225 CHEMISTRY 3: CHEMISTRY AND THE MARKET PLACE

Content A global perspective of larger-scale industrial production of some chemicals, the work of chemists in these industries. Modification of molecular structure; Surface chemistry; Quality control; analytical techniques and the work of analytical chemists.

Nominal Hours 85 Hours

Assessment As per accredited curriculum

VA225 CHEMISTRY 4: ENERGY AND MATTER

Content Relationship between the production and use of energy in inanimate and living systems; Reviews the concept of moles, chemical reactions, stoichiometry, equilibrium, organic chemistry and atomic structure; Development of chemical ideas within the context of the Periodic Table.

Nominal Hours 85 Hours

Assessment As per accredited curriculum

VA229 LITERATURE UNITS 3 AND 4

Content This subject develops knowledge and enjoyment of a wide range of literacy text. It focuses on texts that are valued for their use of language to recreate and interpret experience imaginatively.

Nominal Hours 136 Hours

Assessment As per accredited curriculum

VA231 HEALTH AND HUMAN DEVELOPMENT 3: PEOPLE, FOOD AND NUTRITION

Content This unit examines the vital role of food in people's lives, its importance in physiological development and its role in the development of social and cultural patterns; The numerous influences on food choice and the effect of the availability of a great variety of foods on food trends in Australia are also examined.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA231 HEALTH AND HUMAN DEVELOPMENT 4: GROWTH AND DEVELOPMENT

Content This unit examines growth and development across the human life span, including factors affecting growth and development, the management of resources at different stages of the life span, and community resources available to assist growth and development.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA239 LEGAL STUDIES 3: MAKING AND CHANGING THE LAW

Content Institutions and processes that determine laws in Australia; Process by which laws are changed; Roles of parliament and the courts as law-making bodies.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA239 LEGAL STUDIES 4: DISPUTE SETTLEMENT AND THE ATTAINMENT OF JUSTICE

Content Dispute-settling institutions, processes and procedures that operate within the legal system; Evaluation of the legal system as a whole; Strengths and weaknesses of the legal system; Areas possibly in need of change and reform.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA241 PHYSICS 3: INVESTIGATION, SOUND, ELECTRONICS AND ELECTRICAL POWER

Content Sound; Electronics; Electric power; Principles of investigation.

Nominal Hours 85 Hours

Assessment As per accredited curriculum

VA241 PHYSICS 4: MOTION, GRAVITY, STRUCTURES, LIGHT AND MATTER

Content Overview of physics; Universal gravitation; Force-energy relationships; Ideas of modern physics

Nominal Hours 85 Hours

Assessment As per accredited curriculum

VA245 PSYCHOLOGY 3: EXPERIENCING THE WORLD

Content Ways in which people receive, interpret and act on information about the world.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA245 PSYCHOLOGY 4: LEARNING, MEMORY AND THINKING

Content Cognitive processes that underlie effective functioning in the world.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA247 AUSTRALIAN HISTORY 3 & 4

Content Meanings that have been made of Australia's past by historians, film makers, politicians, novelists, artists and others; Issues and problems involved with the role of history in society and the nature of historical inquiry.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 3: INFORMATION PROCESSING AND MANAGEMENT

Content Purpose and practice of information processing and management in organisations; Relationship between components of information systems, procedures and techniques used; Benefits of information systems.

Nominal Hours 68-85 Hours

Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY 4: INFORMATION PROCESSING AND MANAGEMENT

Content Factors affecting the design of information systems; Management of change to systems; Impact of developments in technology on systems.

Nominal Hours 68-85 Hours

Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 1

Content Statistics; Arithmetic; Functions and graphs; Algebra, Additional material involving trigonometry, geometry and/or probability may also be included.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 2**Prerequisite(s)**

Content Geometry plus some or all of: Arithmetic; Functions and graphs; Trigonometry; Algebra; Probability.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VA255 MATHEMATIC METHODS 1

Content Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VA255 MATHEMATICS METHOD 2

Content Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS 3

Content Further Mathematics Units 3 and 4 consist of a compulsory core and then a selection of three from six possible optional modules. Unit 3 involves the study of the core material in probability and statistics and one of the optional modules.

The optional modules are Mathematical applications to solve problems in real-life situations; Learn and practice mathematical algorithms, routines and techniques, and use them to find solutions to standard problems; Undertake a statistical investigation based on the course material.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS 4

Content Two optional modules will normally be covered: Arithmetic and applications; Probability and statistics; Geometry and Trigonometry; Graphs and relations; Business-related mathematics; Networks and decision mathematics.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VA259 MATHEMATICAL METHODS 3 & 4

Content Co-ordinate geometry; Trigonometry functions; Calculus; Algebra; Statistics and Probability.

Nominal Hours 68 Hours each

Assessment As per accredited curriculum

VA285 INFORMATION TECHNOLOGY 1 (EVENING)

Content Role and practice of information processing in assisting people to solve problems more effectively; Functions and capabilities of information processing equipment; Influences on and effects of developments in information technology.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VA285 INFORMATION TECHNOLOGY 2 (EVENING)

Content Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VA289 SPECIALIST MATHS 3 AND 4 (EVENING)

Content To be advised

Required Reading Specialist Mathematics Units 3 and 4, which are normally taken in conjunction with Mathematical Units 3 and 4, consists of a compulsory core and a selection of one from four possible optional modules. The core material constitutes approximately 70 per cent of the

Content and involves extending and developing the material from Mathematical Methods Units 3 and 4 in: coordinate geometry; trigonometry functions; calculus; and algebra. It also involves the study of vectors in two from three dimensions. The optional modules are statistics and probability, geometry, mechanics; and logic.

Nominal Hours 59.5 Hours each

Assessment As per accredited curriculum

VA353 FOUNDATION MATHS UNITS 1 AND 2

Content To be advised

Required Reading To be advised

Content This Unit is designed for those students who do not wish to continue with Units 3 and 4 Mathematics.

Nominal Hours 144 Hours

Assessment As per accredited curriculum

VAA131 ADVANCED GASFITTING

Content Electricity and electronics in gas appliances; Component servicing; Appliance servicing; Commercial and industrial gas supply; L.P.G. installations.

Nominal Hours 3 Hours

Assessment As per accredited curriculum

VAA149 ADVANCED MECHANICAL SERVICES

Content Operation of central heating systems; Operation of single duct airconditioning systems; Commissioning water and air systems; Reticulated systems; Mechanical services welding; Plan reading and site organization; Mechanical services equipment.

Nominal Hours 3 Hours

Assessment As per accredited curriculum

VAA156 INSTALLING AN ABOVE GROUND UPVC DRAIN

Content Approved Pipes and Fittings; Alignment of Drains; Size of Drains; Grade of Drains; Provision of Inspection and Testing Openings; Pipe Support; Testing Drains; Installation of Drain

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VAA164 ADVANCED PUBLIC RELATIONS 1

Prerequisite(s) VAA408 Applied Writing for Public Relations 1, VAA409 Applied Writing for Public Relations 2, VAA410 Applied Writing for Public Relations 3, VAA411 Applied Writing for Public Relations 4, VAF179 Public Relations 1, VAF180 Public Relations 2, BI016 Marketing Principles, VAF964 Strategic Marketing Planning, VAD470 Introduction to Market Research, VAF176 Public Relations Research.

Content In house public relations; External consultancy; Financial public relations; Community public relations; Government relations; Suppliers; and Consumer relations.

Nominal Hours 51 Hours

Assessment Administration Training Package Guidelines for assessment of Qualification

VAA165 ADVANCED PUBLIC RELATIONS 2

Prerequisite(s) VAA164 Advanced Public Relations 1.

Content Ability to develop public relations campaigns including: Corporate identity; Special events; Sponsorship; Crisis public relations; Communications technology; Verbal and written presentation; and Public relations counselling.

Nominal Hours 51 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAA169 ADVANCED ROOFING

Content Size and design industrial roof draining components; Industrial roof installations; Industrial roof components; External metal ceiling and wall cladding; P.V.C. welding for roof plumbers.

Nominal Hours 3 Hours

Assessment As per accredited curriculum

VAA177 ADVANCED WASTE DISPOSAL AND DRAINAGE

Content Designing sewerage drains; Designing sanitary plumbing systems; Designing flushing systems; Locating and clearing blockages in drains; Cutting a branch into an existing drain; Domestic septic tanks; Designing storm water drains.

Nominal Hours 3 Hours

Assessment As per accredited curriculum

VAA178 ADVANCED WATER SUPPLY

Content Pollution prevention; Large water services; Fire services; Hard and soft water; Water filters; Water supply to multiple living units; Hot water supply; Domestic water pressure systems; Garden sprinkler design.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VAA209 ADVANCED NOVEL 2

Prerequisite: VAE282 Novel 2A; VAN040 Novel 2B

Content: For students with novels well under way. Workshopping is the main focus.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1

Content The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.

Nominal Hours 51-68 Hours

Assessment As per accredited curriculum

VAA409 APPLIED WRITING FOR PUBLIC RELATIONS 2

Content The purpose of this module is to provide training in writing advanced styles required of a public relations practitioner.

Nominal Hours 51-68 Hours

Assessment As per accredited curriculum

VAA410 APPLIED WRITING FOR PUBLIC RELATIONS 3

Prerequisite(s) VAA408 Applied Writing for Public Relations 1; VAA409 Applied Writing for Public Relations 2

Content Extending skills to writing for specific media including: News Release, Backgrounders and Positions Papers; Print media; Radio media; Television media.

Nominal Hours 51-68 Hours

Assessment As per accredited curriculum

VAA411 APPLIED WRITING FOR PUBLIC RELATIONS 4

Prerequisite(s) VAA410 Applied Writing for Public Relations 3.

Content The purpose of this module is to build on the techniques applied in Applied Writing for Public Relations 3 which dealt with the Media over which the writer has little control and apply them to writing circumstances where the writer will have some control.

Nominal Hours 51-68 Hours

Assessment As per accredited curriculum

VAA547 BUILDING CONSTRUCTION–PENETRATIONS

Prerequisite(s) OH&S Units 1-13

Content To cut holes in a variety of building materials for the penetration of pipes and ducts; to fabricate pipe collars of lead and sheetmetal; to fit pipe collars of lead, sheetmetal and synthetic rubber to make a water proof joint between the building material and the pipe; to determine measurements related to collars size and installation

Nominal Hours 10 Hours

Assessment As per accredited curriculum

VAA825 BUILDING CONSTRUCTION

Content Recognise and demonstrate how to penetrate and flash the following roof and wall cladding materials using relevant work procedures: Brick work; weather board; plaster board' compressed fibre cement sheet; roof tiles; metal deck roof; corrugated steel roof

Nominal Hours 10-27 Hours

Assessment As per accredited curriculum

VAA828 FIXING DEVICES

Prerequisite(s) OH&S units 1-7, 10, 12, 13

Content To identify and select appropriate pipe fixing devices; fix pipes and fittings to building members.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

VAA910 CORPORATE WRITING 2A

Content The purpose of this module is to develop skills in researching, planning and writing corporate documentation, technical and scientific documents and corporate advertising material.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAA923 DATABASE – PLUMBING GOODS CATALOGUE

Content To create a list of Plumbing pipes and fittings, appliances, devices and accessories, from an Industry software package

Nominal Hours 2 Hours

Assessment As per accredited curriculum

VAA964 CALCULATIONS

Content Knowledge and skills relating to the safe and efficient use and handling of standard tools and equipment.

Nominal Hours 6 Hours

Assessment As per accredited curriculum

VAA980 DESKTOP PUBLISHING 2A

Prerequisite(s) VAC412 Desktop Publishing 1.

Content Production of professional publications from authors'/designers' specifications using grids, style sheets and templates, development of proof reading and job estimating skills, comparison of electronic publishing with traditional typesetting and typography.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAB313 FIXTURES AND APPLIANCES

Content Recognise and list the characteristics of materials used to make plumbing fixtures; install components and controls for plumbing fixtures and appliances; calculate – Capacity of a Mains Pressure Hot Water Service (MPHWS); flow rates of a selected Hot Water Service (HWS); Volume of gas used by an appliance

Nominal Hours 4 Hours

Assessment As per accredited curriculum

VAB330 BUILDING CONSTRUCTION–SERVICES

Prerequisite(s) 1.3.4. Drawing Interpretation

Content Identification and location of services to a building; identify and locate services in a building; describe the safe procedures of locating services eg Gas, underground electricity; water pipes etc; determine location of services outside and inside a property

Nominal Hours 3 Hours

Assessment As per accredited curriculum

VAB548 CONSUMER BEHAVIOUR CONCEPTS

Content The consumer, as an individual, is subject to numerous influences including: The consumer behaviour concept; Role of consumer behaviour; Motivation processes; Perception processes; Behavioural and cognitive learning theories; Perspectives of the 'self'; Attitudes.

Nominal Hours 51 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAB907 DISPOSAL SYSTEM JOINTS

Content safe Work Practices; Vitrified Clay Pipe; Cast Iron Pipe; UPVC Pipe; Copper and Copper Alloy

Nominal Hours 10 Hours

Assessment As per accredited curriculum

VAB933 MYTHS AND SYMBOLS A

Content These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAC057 EDITING FOR PUBLIC RELATIONS

Prerequisite(s) VAA409 Applied Writing for Public Relations 2.

Content Principles and practice of editing, particularly for public relations and organisational communications including: Editorial roles; Copy editing and preparation; Construction and style of written English; Editing for target audiences; Computer software; Proofreading; Publications production.

Nominal Hours 51 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAC081 ELECTRIC WELDING

Prerequisite(s) OH&S units 1-10, 12

Content To safely set up and operate electric arc welding equipment; calculate the quantity of electrodes used for a given welding project

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VAC313 OCCUPATIONAL HEALTH & SAFETY

Content Knowledge and skills relating to the safe and efficient use and handling of standard tools and equipment.

Nominal Hours 4 Hours

Assessment As per accredited curriculum

VAC389 PERFORMANCE WORKSHOP 2

Content The purpose of this module is to develop performance writing material through workshop methods to test effectiveness of writing and performance. Participants will experience the role of performer, director, editor and dramaturge as a part of the learning process.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAC391 INTERNET SKILLS FOR WRITERS & EDITORS

Prerequisite: VBK382 Computer Skills for Writers & Editors

Content: The purpose of this module is to access and use the Internet, with skills in updating web pages. It will also provide skills in creating web pages with multimedia.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAC412 DESKTOP PUBLISHING 1

Prerequisite(s) VBK384 Computer skills for Writers & Editors

Content Introduction to desktop publishing concepts within word processing software; introduction to industry standard desktop publishing software.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAC474 INDUSTRY OVERVIEW

Prerequisite: Nil

Content: Series of lectures on issues involving the writing industry – agents, contracts, copyright, manuscript presentation, industry opportunity in various fields of writing, occupational health and safety, costing etc.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAC578 FIXTURES APPLIANCES & APPROPRIATE VALVES

Content Tap and Valve Types; Variations in Design; Available Finishes; Function; Inlet/Outlet Connections; Provision for Securing; Maintenance

Nominal Hours 6-12 Hours

Assessment As per accredited curriculum

VAC607 FIXTURE CLASSIFICATION

Content To categorise a selection of domestic plumbing fixtures

Nominal Hours 1 Hour

Assessment As per accredited curriculum

VAC608 BUILDING CONSTRUCTION–STRUCTURES

Content to identify classes of building (Office, Bungalow, Factory); to recognise the types of structures commonly found in the building industry eg. Brick, brick veneer etc; to identify the types of structural features used in residential dwellings eg foundations, walls roof etc and the materials and characteristics used; calculate the cylinder weight and water pressure supplied from a low pressure hot water cylinder situated in the ceiling of a building

Nominal Hours 4 Hours

Assessment As per accredited curriculum

VAC724 FUNDRAISING

Content Skills and techniques of effective fundraising including history of fundraising, in-house and consultant specialists, role of fundraisers in non profit organisations, legal and ethical issues, donor motivation, research, submission preparation, media campaigns, communication techniques, special events and campaigns and capital fundraising.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VAC845 GOVERNMENT STRUCTURES AND INFLUENCES

Prerequisite(s) VAF180 Public Relations 2.

Content Structure and responsibilities of federal, state and local governments and the relationships between them. Structure and influence of the trade union movement. Structure and influence of business councils, chambers of commerce and manufacture, associations and other industry groupings. Other key pressure groups.

Nominal Hours 51 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAD202 INDUSTRY INDUCTION

Content Calculation and Comprehension Skills; Trade Background; Occupational Health & Safety

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAD260 PLAYWRITING 2A

Prerequisite(s) Highly recommended–Performance Writing 1A & Performance Writing 1B.

Content Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars in performance industry.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAD349 INTERNATIONAL ECONOMIC GEOGRAPHY

Content World population and urbanisation issues and relationships to limited resources; Changing international relationships; Recent trends in work trade and business globalisation.

Nominal Hours 51 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAD363 INTERNATIONAL BUSINESS

Content To provide an integrated treatment of theory and actual patterns and policies in international businesses; i.e. international trade, foreign direct investment and international finance.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VAD728 EDITING 2A

Prerequisite(s) VBK382 Editing 1A; VBK383 Editing 1B; VBK395 Role of the Editor.

Content Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to "in-house" style, the reader, variety of readers levels. Editing for content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAD950 THE MARKETING CONCEPT

Content Evolution of the marketing concept; Components and relationships between the strategic and marketing plan; Macro and micro environments; Marketing information systems; Consumer behaviour; Industrial markets and buyer behaviour; Market segmentation, targets, positioning and mix; International service and non-profit markets.

Nominal Hours 50-68 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAD964 DESIGN AND LAYOUT

Prerequisite: Nil

Content: The purpose of this module is to introduce learners to basic processes of design and layout which are fundamental to all print production. It focuses on traditional applications which provide grounding for the software applications which provide grounding for the software applications covered in other modules.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAE272 NON FICTION 1A

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE273 NON FICTION PROJECT 2A

Content Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through

workshopping synopses and chapters of non-fiction book. Analysis of the market.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE281 NOVEL 1A

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE282 NOVEL 2A

Prerequisite(s) VAE281 Novel 1A & VAN039 Novel 1B or VAE863 Popular Fiction 1A & VAN044 Popular Fiction 1B

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE344 CORPORATE WRITING 1A

Prerequisite: Nil

Content: Analysis and practice of a variety of writing styles for commercial and corporate communications.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAE502 OXY/ACETYLENE WELDING AND CUTTING

Content Safety in Welding; Mild Steel Welding; Mild Steel Cutting; Lead Welding

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VAE544 SCIENTIFIC/TECHNICAL WRITING 2

Prerequisite(s) VBK382 Computer Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants undertake VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B concurrently with or prior to this module.

Content Develop skills in characteristics of good reader-based writing for technical and scientific documents.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE552 SCREENWRITING 1A

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE831 POETRY 1A

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE863 POPULAR FICTION 1A

Prerequisite: Nil

Content: The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshoping. Looks at short fiction and novels.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAE913 SHORT STORY 1A

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAE919 PRACTICAL PLACEMENT

Prerequisite(s) VAC474 Industry Overview 1

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAF066 SHORT STORY 2A

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

Content Study of use of language, structure, tension, tone and style in contemporary short story writers. Analysis and editing of own and other students' short stories in workshoping. Tradition of constructive criticism. Discussion of markets.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAF128 SMALL PRESS PUBLISHING 2

Prerequisite(s) There are no prerequisites for this module, however it is important to note that this is a two point module which must be taken continuously. The nature of publication management is such that two semesters are required to manage a publishing project from beginning to end; It is recommended that Computer Skills for Writers & Editors, Desktop Publishing 1 and Design Layout 1 be taken prior to this module. A participant may seek recognition through the RPL process for competencies already held.

Content The purpose of this module is to develop skills required to manage a small press publication. It focuses on the creativity of book production. It includes liaison with authors, editorial control, negotiations with printers and others involved in publishing decisions and marketing and distribution knowledge.

Nominal Hours 68-136 Hours

Assessment As per accredited curriculum

VAF673 SHEETMETAL PRACTICES

Content Introduction to Drawing Equipment and Practices; Basic Plane Geometry; Developments; Pattern Cutting

Nominal Hours 24-81 Hours

Assessment As per accredited curriculum

VAF725 SIMPLE WASTE PIPE

Content Function of Waste Discharge Pipe Installation; The Trap; Components of Waste Discharge Pipe Installation; Approved Materials; Installation Requirements

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VAF762 SMALL DIAMETER PIPES AND TUBES

Content Safe Work Practices; Measuring; Cutting; Mechanical Joints; Compression Joints; Capillary Joints – Soft Solder, Silver Solder; Solvent Welded Joints – Bending Spring, Mechanical Bender; Dissimilar Metals

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAF979 PLUMBING INDUSTRY

Content Provide knowledge of The Building Construction Industry; The Plumbing Services Industry; The work environment; The scope of the industry

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VAG443 TRUST ACCOUNTING FOR LEGAL EXECUTIVES

Prerequisite(s) VAD722 Legal Methods or equivalent, NAP719 Accounting for Non Accountants or equivalent.

Content Accounting for trust funds; General office accounting systems; Introduction to computer and data processing systems.

Nominal Hours 51 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAG831 WRITER AND RESEARCH

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAJ314 COOKER INSTALLATION

Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370

Content Location of Cooker; Gas Connection; Electrical Connection; Ventilation of Cookers; Commissioning

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VAJ327 APPLIANCE SERVICING

Content Hot Water Services, Storage; Instantaneous; Space Heaters; Central Heating Furnaces; Cookers

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VAJ334 CLOTHES WASHING MACHINE-INSTALLATION

Content Water Supply; Methods of Connection to the Property Drain

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VAJ335 COLLECTION AND STORAGE OF WATER SUPPLY FOR AN ISOLATED COUNTRY DWELLING

Content Catchment Sources – Roof, Ground Surface, Subterranean; Storage

Nominal Hours 4 Hours

Assessment As per accredited curriculum

VAJ339 COMBUSTION OF GASES AND FLAME ADJUSTMENT

Content Combustion of Gases; The Bunsen Burner; Recognition of Flame Zones; Bunsen Burners in Gas Appliances, and their Adjustment; Heat Value of Gases

Nominal Hours 4 Hours

Assessment As per accredited curriculum

VAJ340 COMMERCIAL AND INDUSTRIAL GAS SUPPLY

Content Commercial and Industrial Gas Supply; Gas Pipe Sizing; Design Principles; Materials and Jointing; Control Equipment; Purging; Commissioning

Nominal Hours 26-46 Hours

Assessment As per accredited curriculum

VAJ341 CUTTING A BRANCH INTO AN EXISTING DRAIN

Content Organisation Procedures; Excavation; Cutting the Branch; Installing the Branch; Testing the Installation; Backfilling the Excavation

Nominal Hours 10 Hours

Assessment As per accredited curriculum

VAJ342 DESIGNING FLUSHING SYSTEMS

Content Types of Flushing Systems; Flush Valve System- Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Fixture; Cistern System – Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Cisterns

Nominal Hours 15 Hours

Assessment As per accredited curriculum

VAJ343 DESIGNING SANITARY PLUMBING SYSTEMS

Content Fixtures; Fixture Traps; Methods of Protecting/Retaining Water Seals Trap Vents; The Ventilating Effect of the Discharge Pipe; The Ventilating Effect of the Discharge Stack; The Ventilating Effect of a Disconnector Gully; The Ventilating Effect of a Drain; Definition of a Stack; Fluid Flow in Stacks; Fluid Flows at the Base of Stacks; Foaming Zones; Offsets in Stacks; Form of Junctions to Stacks; Connection of Fixtures to Stacks; Systems of Plumbing – Fully Vented, Fully Vented (Modified), Single Stack – For Residential Buildings, Single Stack – for Commercial Buildings, Single Stack (Modified) for Commercial Buildings; Connection of Grease Interceptors

Nominal Hours 45 Hours

Assessment As per accredited curriculum

VAJ352 DESIGNING SEWERAGE DRAINS

Content Basic Function of a Property Services Drain; Liquid Flow in the Drainage System; Air Flow in the Drainage System; Unvented Branch Drain; Inspection Shafts; Boundary Trap; Alignment of Drains; Surcharge in Drains; Methods of Fixture Connection to the Drain; Inspection Openings in Drains; Drains Laid Under Buildings – Below Ground, Suspended; Zones of Prohibited Connection in Relation to Drains; Applying Principles of Drainage Design

Nominal Hours 35 Hours

Assessment As per accredited curriculum

VAJ353 DISH WASHING MACHINE INSTALLATION

Content Water Supply; Methods of Connection to the Property Drain

Nominal Hours 5 Hours

Assessment As per accredited curriculum

VAJ354 DOMESTIC SEPTIC TANK

Content Principles of Septic Tank Systems; Installation of a Septic Tank System; Capacity of Septic Tank; Construction of Septic Tank; Septic Tank Maintenance; Effluent Disposal; Effluent Distribution; Sand Filter; Design of Systems

Nominal Hours 15 Hours

Assessment As per accredited curriculum

VAJ355 FIXING ROOF COVER (CONCEALED FIXED METHOD)

Content Materials; Insulation; Installation Methods; Safe Working Procedure

Nominal Hours 10 Hours

Assessment As per accredited curriculum

VAJ356 FIXING ROOF COVER (PIERCED FIXED METHOD)

Content Materials; Calculating Quantities; Insulation; Power Tools – Safe handling of: Double Cut Shears, Nibblers, Power Saws, Power Screw Fasteners; Installation Methods; Safe Working Procedures

Nominal Hours 8-10 Hours

Assessment As per accredited curriculum

VAJ357 FLUSHOMETER INSTALLATION

Content Water Supply – Mains Pressure; Gravity feed; Operation of the Flushometer; Installation; Commissioning; Maintenance

Nominal Hours 6 Hours

Assessment As per accredited curriculum

VAJ358 GAS CONTROLS

Content Basic Electrical Circuitry; Electrical Safety in Gasfitting; Pressure Regulators for: service, appliances; Temperature controls for: Snap action rod & tube thermostats, liquid expansion thermostats, electronic temperature controls; Flam Failure Safety Devices – thermo-electric flame failure device, electronic flame failure device

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VAJ359 INDUSTRIAL ROOF INSTALLATION

Content Types of roof covering materials and profiles; Estimating quantities; Installation of safety mesh; Installation of perimeter guard rails; Safety harness for special situations; Loading and stacking of sheets on site; Use of manufacturers data; Expansion of extra long roofs; Wind effects on roofs; Site access; Insulation

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VAJ360 INSTALLING A GAS FIRED SMALL BORE HEATING SYSTEM

Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370

Content Selection and Placement of Unit; Connection of Flue to Unit; Connection of Gas Supply to Unit; Installation of Cold Water Supply to Unit; Installing Flow and Return Lines; Heat Transfer; Radiators; Skirting Convector; Fan Convector; Ducted Warm Air Convector (fan coil); Slab Floor Manifolds and Lines; Controls

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAJ362 LPG INSTALLATIONS

Content Mobile Vehicles – Cylinder Installations; Fitting Lines; Installation of Appliances; Flueing; Ventilation; Consumer Instruction. Marine Craft–Cylinder Installations; Fitting Lines; Installation of Appliances; Flueing; Ventilation; Consumer Instruction

Nominal Hours 8-14 Hours

Assessment As per accredited curriculum

VAJ363 MEASURING AND LEVELLING

Content Plan Reading; Interpretation of Scales; Constructing right angles using 3, 4 & 5 triangles; Setting out procedures; Care of Tapes; Use and care of levelling equipment; The Spirit Level; Levelling Instruments: Automatic Level; Rotating Laser Datum Level (Class 1); Staff Reading; Calculating the Grade; Grading Trenches

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VAJ364 MECHANICAL SERVICES WELDING

Content Safety; Equipment; Pipe Joining; Mild Steel Welding – Arc, Oxy-Acetylene; Silver Brazing; Oxy-Acetylene Cutting

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VAJ365 PVC WELDING FOR ROOF PLUMBERS

Content Operation of plastic welding equipment; Joint preparation; Filler rod selection; Junction preparation; Bend preparation; Tacking and checking; Roof gap size; Penetration; Butt welding technique; Fillet welding technique

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VAJ366 FLASHING LARGE PENETRATIONS THROUGH ROOF

Content Tiled Roof; Pierced Fixed Roof; Concealed Fixed Roof

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VAJ367 EXTERNAL METAL CEILING AND WALL CLADDING

Content Cladding profiles and materials; Fixing methods and expansion provision; Finishes and surface protection; Estimating quantities; Designing cappings; Designing flashings; Designing trims; Designing moulds

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VAJ368 IDENTIFICATION AND PRINCIPLE OF OPERATION OF WATER HEATING SYSTEMS

Content Heat; Temperature; Heat Transmission; Expansion; System Components; Boiler; Piping; Emitters; Controls

Nominal Hours 6 Hours

Assessment As per accredited curriculum

VAJ369 INSTALLING A GAS FIRED WARM AIR FURNANCE AND DUCTED SYSTEM

Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370

Content Selection and Placement of the Unit; Connection of Gas supply to the Unit; Installing the Air Distribution Systems; Installing the Air Distribution Registers; Balancing the Air Distribution System

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAJ370 NATURAL GAS FITTING LINE INSTALLATION

Content Available Gas Pressure; Application for Gas Service; Service Regulators; Meter Location; Use of Bonding Straps; Fitting Line Installation; Branch cut-Ins; Testing Gas Lines

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAJ371 OXY-ACETYLENE PIPE WELDING AND ARC WELDING OF MILD STEEL PLATE

Content Develop and maintain the following welding skills using Oxy-Acetylene equipment: Flat Butt Weld in 3mm Plate; Vertical Butt Weld in 3mm Plate; Run of Beads around a 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe in the fixed horizontal position. Develop and maintain the following welding skills using electric arc equipment: Run of beads on 8mm Plate; Pad Weld – 75mm Square; Fillet Weld on 8mm Plate

Nominal Hours 22-24 Hours

Assessment As per accredited curriculum

VAJ372 PLAN READING & IDENTIFICATION OF IN-LINE EQUIPMENT ON WATER HEATING & VENTILATION SYSTEMS

Content Standard Symbols used on Drawings; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials

Nominal Hours 6 Hours

Assessment As per accredited curriculum

VAJ373 INSTALLING & TESTING A PROPERTY DRAIN

Content To be advised

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VAJ378 RETICULATED SYSTEMS

Content Chilled Water Systems; Condenser Water Systems; Steam & Steam Condensate; Compressed Air; High Temperature Hot Water; Refrigeration

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VAJ379 FLOOR WASTE GULLY INSTALLATION (F.W.G.)

Content Use and Siting of F.W.G.; Fixture Connections to a F.W.G.; F.W.G. Connections to the Drain

Nominal Hours 10 Hours

Assessment As per accredited curriculum

VAJ380 INSTALLING CONCEALED ROOF GUTTERS

Content Roof Gutter Design; Roof Gutter Support; Prevention of Overflow; Downpipe Connections; Provision for Expansion

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VAJ381 LOCATING AND CLEARING BLOCKAGES IN DRAINS

Content Causes and Prevention of Blockages; Blockage Location Procedures; Operation of Clearing Equipment

Nominal Hours 15 Hours

Assessment As per accredited curriculum

VAJ382 FLASHING PIPE PENETRATIONS THROUGH ROOFS

Content Types of flashing; Methods of Fastening and Sealing; Preparation of Joint Surfaces; Joint Design; Flashing Materials; Flashing Design for: Tiled Roofs, Pierced Fixed Roofs, Concealed Fixed Roofs, Fibrous Cement Sheet Roofs, Slate Roofs

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VAJ383 ELECTRICITY AND ELECTRONICS IN GAS APPLIANCES

Content Electrical Safety – Awareness; Neon Tester; Test Plug; Multi-Meter; Basic Components – Fuses; Solenoids; Control Valves; Switches –on/off and limit; Thermostats; Transformers; Motors; Ignition Packs

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAJ384 DESIGNING STORM WATER DRAINS

Content Materials; Stormwater Design; Construction Requirements; Testing of Stormwater Installations

Nominal Hours 15 Hours

Assessment As per accredited curriculum

VAJ385 COMPONENT SERVICING

Content Systematic Testing; Safety Devices; Regulators; Control Valves; Thermostats; Gas Meters

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAJ386 COMMISSIONING WATER AND AIR SYSTEMS

Content Commissioning Water Systems; Commissioning Air Systems

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VAJ387 COMMISSIONING A GAS APPLIANCE

Prerequisite(s) VAJ339; VAJ410; VAJ358

Content Preparation; Using the Neon Tester; Using the Manometer; Combination Controls; Energy Cut Off Devices; Ignition Devices; Pilot Adjustment; Main Burner Adjustment; Explanation to Consumer

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VAJ391 BATH INSTALLATION

Content Bath Support; Flashing of Baths; Water Connection; Discharge Pipe Connections to the Drain

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAJ392 BASIN & BIDET INSTALLATION

Content Types of Basins and Bidets; Materials of Manufacture; Installation Requirements of Basins & Bidets; Connection between a basin and an existing Floor Waste Gully

Nominal Hours 19 Hours

Assessment As per accredited curriculum

VAJ410 FLUEING OF GAS APPLIANCES

Content Reasons for Installing a Gas Flue; Movement of Gases Within a Flue Pipe; Condensation; Natural Draught Flue; Balanced Flue; Forced Draught Flue; Powered Flue

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VAJ411 IDENTIFICATION OF COMPONENTS OF MECHANICAL SERVICES EQUIPMENT

Content Boilers; Furnaces; Pumps (Centrifugal); Fans; Heating Coils; Cooling Coils; Filters; Expansion Tanks – Open, Closed; Valves; Dampers

Nominal Hours 6 Hours

Assessment As per accredited curriculum

VAJ412 INDUSTRIAL ROOF COMPONENTS

Content Installation procedures for dome lights; Installation procedures for strip lights; Installation procedures for ridge vents; Installation procedures for natural vent components; Installation procedures for mechanical vent components; Installation procedures for heat, smoke and explosion

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VAJ413 INSTALLING DOWN-PIPES

Content Materials; Joining Techniques; Support; Thermal Expansion; Disimilar Catchments; Sizing; Connections to Storm-water

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAJ414 MAINS PRESSURE HOT WATER SERVICE INSTALLATION

Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370; VAJ387; VAJ560

Content Types of Units Available; Cold Water Connection; Gas Connection; Provision for Relief; Installation of Relief Drain Pipe; Installation of Flue Pipe; Hot Water Connection; Commissioning

Nominal Hours 8-12 Hours

Assessment As per accredited curriculum

VAJ418 TRENCH SHORING

Content Safety in Trenching Operations; Controlling Authorities; Purpose of Shoring; Selection of Shoring methods; Types of Shoring; Installation of Shoring

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VAJ419 LAYING A BELOW GROUND UNVENTED BRANCH DRAIN USING U.P.V.C. PIPE & FITTINGS

Content Ventilation Principles; Method of Connection to Vented Drain; Fixture Connections to Unvented Branch Drains; Excavation; Installing Drains; Testing Drains

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAJ429 INSTALLING EAVES GUTTERS

Content Materials; Profiles; Fabrication of: Internal Angles, External Angles, Stop Ends, Return Stop Ends, Down-Pipe Outlets; Installation Procedure; Calculation of Material Quantities

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VAJ430 PLAN READING & SITE ORGANISATION

Content Standard Drawing Symbols; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials; Identify Of Services; On-Site Organisation; Liaising with other Trades

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VAJ431 INSTALLING A TWIN CYLINDER L.P.G. SYSTEM AND FITTING LINE**Prerequisite(s)** VAJ339; VAJ410; VAJ358**Content** Liquifiable Petroleum Gas (L.P.G.); components of L.P.G. System; Cylinder Installation Requirements; Installing Fitting Lines; Commissioning the L.P.G. System**Nominal Hours** 8 Hours**Assessment** As per accredited curriculum**VAJ451 INSTALLING HEATING WATER SYSTEMS IN COPPER TUBE****Prerequisite(s)** VAJ411; VAJ368; VAJ372**Content** Equipment; Interpretation of Plans; Copper Tube – Joints; Testing; Mild Steel Sections for Supports; Pipe Supports**Nominal Hours** 26-29 Hours**Assessment** As per accredited curriculum**VAJ452 SINK & TROUGH INSTALLATION****Content** Trap Seal Protection; Discharge Pipe Connections to the Drain; Provision for Expansion in U.P.V.C.; Types of Fixtures/Fixing and Flashing Methods; Water Connections**Nominal Hours** 21 Hours**Assessment** As per accredited curriculum**VAJ460 INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE****Prerequisite(s)** VAJ411; VAJ368; VAJ372; VAJ371**Content** Equipment; Interpretation of Plans; Mild Steel Pipe – Joining, Butt Welds, Flanges, Bending**Nominal Hours** 28-30 Hours**Assessment** As per accredited curriculum**VAJ461 WALL FURNACE INSTALLATION****Prerequisite(s)** VAJ339; VAJ410; VAJ358; VAJ370; VAJ387; VAJ382**Content** Classification and Operation of Heater; Preparation of Heater for Installation; Selection of Heater Position; Preparation of Wall Opening; Flueing; Gas Connection; Electrical Connection; Installation of Heater; Commissioning**Nominal Hours** 12 Hours**Assessment** As per accredited curriculum**VAJ462 FABRICATE BRANCHES INTO A 50MM DISCHARGE PIPE IN COPPER ALLOY****Content** Preparation of Working Drawing; Fabrication of Assembly**Nominal Hours** 12 Hours**Assessment** As per accredited curriculum**VAJ463 OPERATION OF SINGLE DUCT AIRCONDITIONING SYSTEMS****Content** Furnaces; Types of Fuel Gas: Natural, L.P.G., T.L.P.G.; Air Heating – Plenum; Type of System; Ducting; Outlets**Nominal Hours** 24 Hours**Assessment** As per accredited curriculum**VAJ464 MECHANICAL SERVICES EQUIPMENT****Content** Heating & Cooling Coils; Pumps; Boilers; Large Air Handling Units; Fans; Small Air Handling Units; Filter Banks; Chillers; Cooling Towers; Evaporative Coolers; Heat Exchangers; Air Cooled Condensers; Calorifiers; Ventilation Grills; Air and Refrigeration Compressors; Humidifiers; Evaporative Condensers; Hot Air Furnaces**Nominal Hours** 28 Hours**Assessment** As per accredited curriculum**VAJ465 FLASHING ROOFS TO WALLS****Content** Materials; Flashing Design and Size for: Apron Flashing, Soaker Flashing, Hanging Flashing, Step Flashing, Cappings; Flashing Installation**Nominal Hours** 14 Hours**Assessment** As per accredited curriculum**VAJ500 INSTALLATION OF ROOF COVER ON ROOF INTERSECTIONS****Content** {Roof Types; Valley Gutters; Marking and Cutting method for hips and valleys; Fitting Ridge and Hip Capping; Ridge Intersections – internal, external; Safe Work Practices**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum**VAJ501 SIZE & DESIGN OF INDUSTRIAL ROOF DRAINAGE COMPONENTS****Content** Rainfall Intensity and its effect; Designing sumps and rainheads; Designing boxgutter expansion joints and covers; Designing a boxgutter support system; Selecting boxgutter and component materials; Sizing boxgutters, sumps, rainheads and downpipes; Designing overflow provision**Nominal Hours** 30 Hours**Assessment** As per accredited curriculum**VAJ502 WATER CLOSET INSTALLATION****Content** Installing the Pan; Installing the Cistern; Discharge Pipe Connection to the Drain**Nominal Hours** 13 Hours**Assessment** As per accredited curriculum**VAJ503 INSTANTENEOUS H.W.S. INSTALLATION****Prerequisite(s)** VAJ339; VAJ410; VAJ358; VAJ370**Content** Types of Units Available and their operation; Location of Flued Heaters; Location of Balanced Flue Heaters; Cold Water Connection; Gas Connection; Hot Water Installation; Commissioning**Nominal Hours** 8 Hours**Assessment** As per accredited curriculum**VAJ522 URINAL INSTALLATION****Content** Stall Type Urinal – Installation Methods; Discharge Pipe Connections to the Drain; Water Connections; Wall Hung Type Urinal – Installation Methods; Water Connections; Provision of F.W.G.; Discharge Pipe Connections from Urinal and F.W.G. to the Drain**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum**VAJ523 SHOWER INSTALLATION****Content** Cast In-Situ Shower Base Installation; Pre-Cast Shower Base Installation; Water Connection; Discharge Pipe Connections to the Drain**Nominal Hours** 12 Hours**Assessment** As per accredited curriculum**VAJ524 OPERATION OF CENTRAL HEATING SYSTEMS****Content** Heat Transmission; Boilers – Gas Fired; Piping; Heat Emitters – Heating Hot Water, High Temperature Hot Water; Pumps; Valves; Insulation; Pipe Supports; Control Systems; Controllers; Mediums; Controlled Devices**Nominal Hours** 24 Hours**Assessment** As per accredited curriculum

VAJ558 PRINCIPLES OF SOLAR HEATING FOR DOMESTIC HOT WATER SYSTEMS

Content Principles of Solar Heating – Active Systems, Passive Systems; Systems that are Commercially Available; Component Parts of the Systems; Types of Installations in Buildings; Commissioning

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VAJ559 SPACE HEATER INSTALLATION

Content Space Heater Operation; Space Heater Location and Size; Flueing Requirements; Gas Connection; Electrical Connection; Commissioning

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAJ560 INSTALLING A WATER SERVICE MAIN TO METER

Content Safety Public and Personal; Location of Road Conduits; Location of the Water Main; Location of Other Services; Excavation; Tapping Hole, Size and Location; Tapping the Main; Approved Materials for Service Pipe Lines; Positioning and Fixing the Meter; Electrolysis – Effect and Prevention

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VAJ580 WORD PROCESSING

Content To type a one page letter to a set standard. This will enable the students to have a basic knowledge of word processing so that they may improve their skill in written communication

Nominal Hours 2 Hours

Assessment As per accredited curriculum

VAJ582 LOW PRESSURE HOT WATER SERVICE AND COLD WATER STORAGE TANK INSTALLATIONS

Content Operation of Heater; Selection of Heater or Tank Position; Hot Water Service Pipe Installation; Electrical Connection; Commissioning of Unit; Purpose and Use of Storage Tanks; Installation of Storage Tank Assembly; Overflows; Tank Outlet; Water Supply to Tank; Commissioning2sw

Nominal Hours 10-12 Hours

Assessment As per accredited curriculum

VAJ618 THE ROLE OF EMPLOYERS AND EMPLOYEES

Content To provide the knowledge of the rights and responsibilities of employer and employees

Nominal Hours 10 Hours

Assessment As per accredited curriculum

VAJ921 CONSUMER LAW AND ADVOCACY

Content The purpose of this module is to provide a thorough overview of consumer advocacy and financial counselling in the context of the justice system, to critically examine the structural nature of the issues in which consumer advocates work, and develop skills and knowledge to enable community justice workers to broaden their practice of community justice work. This module examines the framework of consumer law as it currently exists and provides students with advocacy and casework skills to manage individual problems as they arise within the justice system.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VAK060 CUSTOMS

Content The purpose of this module is for students to define customs enforcement authority. Students will be expected to explain Customs control infrastructure, and its investigation and enforcement powers.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VAK247 WORK ENVIRONMENT – PLANNING WORK TASKS

Prerequisite(s) VAJ949 Foundations of Law 1.

Content Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAK262 WORK ENVIRONMENT–SUPERVISION

Prerequisite(s) VAJ949 Foundations of Law 1.

Content Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAK327 FIELD PLACEMENT 3 – WORK ENVIRONMENT–STAFFING

Content This module will provide participants with the knowledge, skills and experience required to perform middle level management tasks of planning and organising work of a division or analogous management unit.

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAK602 FIELD PLACEMENT 4 – WORK ENVIRONMENT – PLANNING AND ORGANISING

Content This module will provide participants with the knowledge, skills, and experience required to perform the middle level management tasks related to staffing a host organisation.

Nominal Hours 38 Hours

Assessment As per accredited curriculum

VAL651 SHERIFF AUTHORITY AND FUNCTION

Content To familiarise the student with the authority and function of the Sheriff. Students should also be familiar with the Courts system, the Sheriff's role in the executive of Court orders and the provision of Jurors.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VAL689 SOCIOLOGY

Content Theory and practice of community justice in terms of the dominant structures of Australian society regarding the nature and extent of inequality, and its manifestation in terms of class, gender, race and ethnicity.

Nominal Hours 68 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAM123 WRITING HISTORIES 2A

Prerequisite: VAG831 Writer and research. A participant may seek recognition through the RPL process for competencies already held.

Content: Develop skills in historical research techniques and giving and receiving of client briefs on history writing projects, preparing for publication.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VAM131 WRITING FOR YOUNG ADULTS A

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN028 CORPORATE WRITING 2B

Prerequisite(s) VAA910 Corporate Writing 2A.

Content The purpose of this module is to further develop the skills of corporate writing begun in Corporate Writing 2A. It applies those skills to the production of materials for a publicity campaign.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B

Prerequisite(s) VAA980 Desktop Publishing 2A.

Content The purpose of this module is to continue development of desktop publishing skills begun in previous modules. It also introduces the skill of working with colour and preparing material for a bureau.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN031 MYTHS AND SYMBOLS B

Prerequisite(s) VAB933 Myths and Symbols A

Content These subjects examine the use of myths and symbols in a range of literary fiction. Student study the ways writers use these as well as studying the concept of archetype, the nature and function of symbol and the context and interpretation of a symbol.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN034 PLAYWRITING 2B

Prerequisite(s) VAD260 Playwriting 2A.

Content Script development within context of student's writing project, using workshoping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars in performance industry.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN035 EDITING 2B

Prerequisite(s) VAD728 Editing 2A.

Content Application of copy-editing/typesetting/page proof editing symbols. Editing of drafts appropriate to "in-house" style, the reader, variety of readers levels. Editing for content, errors of English construction. Editing functions in word processing software. Negotiations with printers, steps in self-publishing, client/employer needs, organisation of materials-group work on 5000 word commercial document.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN037 NON FICTION 1B

Prerequisite(s) VAE272 Non Fiction 1A.

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN038 NON FICTION PROJECT 2B

Prerequisite(s) VAE273 Non Fiction Project 2A.

Content Edit and compare a variety of examples of non-fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/heading, using illustrations, through workshoping synopses and chapters of non-fiction book. Analysis of the market.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN039 NOVEL 1B

Prerequisite(s) VAE281 Novel 1A OR VBK385 Introduction to Fiction Writing 1

Content The purpose of this module is to continue the development of novel writing skills begun in Novel 1A. It expands a story outline to first draft stage.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN040 NOVEL 2B

Prerequisite(s) VAE282 Novel 2A

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN041 CORPORATE WRITING 1B

Prerequisite(s) VAE344 Corporate Writing 1A.

Content A focus on house styles, commercial documents and use of client briefs.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN042 SCREENWRITING 1B

Prerequisite(s) VAE552 Screenwriting 1A.

Content The purpose of this module is to further develop the skills of screenplay writing which were introduced in Screenwriting 1A, with an emphasis on television formats and an extended screenwriting project.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN043 POETRY 1B

Prerequisite(s) VAE831 Poetry 1A.

Content The purpose of this module is to develop a sustained voice in poetry produced to specified standard and presented in a public forum.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN044 POPULAR FICTION 1B

Prerequisite(s) VAE863 Popular Fiction 1A OR VBK385 Introduction to Fiction Writing 1.

Content The purpose of this module is to continue the development of novel writing skills begun in Popular Fiction 1A.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN045 SHORT STORY 1B

Prerequisite(s) VAE913 Short Story 1A.

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

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN046 SHORT STORY 2B

Prerequisite(s) VAF066 Short Story 2A. A participant may seek recognition through the RPL process for competencies already held.

Content Continues the study of use of language, structure, tension, tone and style in contemporary short story writers. Analysis and editing of own and other students' short stories in workshoping. Tradition of constructive criticism. Discussion of markets.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN048 WRITING HISTORIES 2B

Prerequisite(s) VAM123 Writing Histories 2A or appropriate sustained history research project well-established. A participant may seek recognition through the RPL process for competencies already held.

Content Develop a major history project with appropriate production/presentation format.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VAN050 WRITING FOR YOUNG ADULTS B

Prerequisite(s) VAM131 Writing for Young Adults A. A participant may seek recognition through the RPL process for competencies already held.

Content This module continues from A, developing longer pieces of fiction or novels with workshoping. Includes an analysis of YA publishing.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBB223 INTRODUCTION TO THE INTERNET

Prerequisite(s) Basic Keyboard Skills, Basic Computer Skills.

Content Access and retrieve information from the Internet; Participate in on-line discussions; Discuss the impact and future of the "Information Super Highway".

Nominal Hours 20 Hours

Assessment Short answer, practical, assignments.

VBC858 NUMERACY AND MATHEMATICS I

Content To provide learners with the skills, knowledge and confidence to perform simple and familiar numeracy tasks and to develop the ability to make sense of maths in their daily lives.

Nominal Hours 80 Hours

Assessment To be advised

VBD259 ELECTRONIC IMAGING 1

Content Application of industry-relevant imaging software to produce computer generated design and artwork for 2D print media. Application of conceptual skills and techniques to create design solutions and creatively manipulate and present visual information as well as develop a practical knowledge of digital photographic imaging.

Nominal Hours 48 Hours

Assessment Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD264 ELECTRONIC IMAGING 2

Content Application use of industry-relevant digital imaging software to produce computer generated design and artwork for 2D print media and interactive multimedia, applying conceptual skills and techniques to create design solutions; develop advanced skills in the creative manipulation and presentation of visual information and a practical knowledge of digital photographic material.

Nominal Hours 48 Hours

Assessment Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD266 RESEARCH PROJECT: SPECIALISATION 1

Content The purpose of this module is to provide a structured environment in which students can further develop skills and expertise within their chosen area of specialisation.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBD740 MATHEMATICS 1

Content Basic set notation, formulae and equations, polynomials; introduction to trigonometry, indices.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBD741 MATHEMATICS 2

Content Angle Measurement and basic trigonometric graphs, functions and their graphs; exponents and basic logarithms, descriptive statistics.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBD745 STUDY SKILLS

Content Different learning styles, Learning environments, Learning strategies; Effective work planning, strategies to improve work planning; Benefits of developing efficient reading, listening and note taking skills; Strategies to develop efficient skills and gathering skills.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBD746 READING AND WRITING FOR SCIENCE

Content Text, Skills to assist with reading and comprehending; Summarising skills, Flow chart; Written paragraph, Essay writing skills, Technical writing skills and strategies

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBF163 PRINCIPLES OF ISO ACCREDITATION AND QUALITY AUDIT

Prerequisite(s) VBF181 Introduction to Quality Management Principles

Content Quality management and improvement, links between quality and productivity, economic advantage and standard of living.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF164 FOOD PACKAGING

Content Reasons for packaging food, different packaging materials and their suitability.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

VBF166 FOOD BIOLOGY

Content Biological terms and concepts, cells, process of movement in and out of cells, chemicals of life – water and organic matter, animals and plants as sources of food.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBF167 THERMAL PROCESSING 1

Prerequisite(s) VBF200 Unit Operations.

Content Basic principles of application of heat to food in order to extend shelf life including blanching, pasteurisation, heat sterilisation, evaporation, dehydration, baking and roasting, microwave and infrared radiation.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

VBF168 MEAT AND MEAT PROCESSING

Content Meat and the various processed meat derivatives, processing to meat, processing techniques and technology.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF169 DAIRY PROCESSING

Prerequisite(s) AAA640 Introductory Mathematics.

Content Processing of raw milk, processing techniques and terminology, manufacture of milk products.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF170 FRUIT AND VEGETABLE PROCESSING

Content Harvesting and special storage methods prior to processing, preparation for processing including peeling, chemical treatment and blanching, processing fruits to make jam, processing vegetables to make a pickle.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF171 FISH AND SEAFOOD PROCESSING

Content Varieties of fish and seafood, harvesting and storage practices, processing techniques and technology.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF172 POULTRY AND EGG PROCESSING

Content Pre-slaughter preparation of birds, slaughter processing, minimising bacterial cross contamination, storage and handling, structure and physiology of the egg, testing for egg quality.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF173 EDIBLE FATS AND OILS

Content Raw material sources of edible fats and oils, processing of edible fat and oils, plasticised fats.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF174 CONFECTIONERY AND SUGAR TECHNOLOGY

Content Chemical nature and general properties of sugar, processing techniques and technology, confectionary products.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF175 BEVERAGES

Content Varieties of beverage styles, manufacture of wines, spirits, beer, fruit juice products, carbonated beverages, tea and coffee, construction of HACCP charts, basic quality control testing.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF176 CEREAL AND BAKING TECHNOLOGY

Content Definition and examples of cereals, use of cereals in the food industry, value and quality of cereals, milling of cereals/flour based products.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF177 NUTS, PULSES AND OTHER GRAINS

Content Nuts, pulses and other seeds used in the food processing industry, manufacturing processes.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF178 FOOD ADDITIVES

Content Food additives and their functions.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBF179 DAIRY PRODUCTION AND INDUSTRY

Content Structure of the Dairy industry, production process of milk, markets for milk and dairy products.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBF180 LIQUID PRODUCTS

Content Market milk products, production systems, problem diagnosis, rectification and reporting.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBF181 INTRODUCTION TO QUALITY MANAGEMENT

Content Concepts of Quality Management, elements of quality management.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF188 PROCESS CONTROL

Content Production processes, principles of process control, control mechanisms and modes of control.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBF195 INTRODUCTION TO SENSORY ANALYSIS

Content Organoleptic qualities of food, sensory evaluation techniques, conducting a taste panel.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF196 HYGIENE AND SANITATION

Prerequisite(s) VBF199 Principles of Food Spoilage and Control.

Content Causes of food contamination and food poisoning, good manufacturing practices, cleaning and sanitation procedure.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF197 PRINCIPLES OF HAZARDS ANALYSIS AND CRITICAL CONTROL POINTS

Prerequisite(s) VBF181 Introduction to Quality Management, VBF196 Hygiene and Sanitation, VBF200 Unit Operations.

Content Hazard analysis and critical control points.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF198 INTRODUCTION TO FOOD TECHNOLOGY

Content Structure of the food processing industry, food preservation and processing, hygiene and sanitation, quality management principles.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF199 PRINCIPLES OF FOOD SPOILAGE AND CONTROL

Content Type of spoilage and control techniques.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF200 UNIT OPERATIONS

Content Unit operations required in the processing of foods, major unit operations including material transfer, separation, size reduction, heat exchange and biochemical transformation.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF201 LOW TEMPERATURE PRESERVATION

Prerequisite(s) VBF199 Principles of Food Spoilage and Control.

Content Effects of low temperature preservation, current freezing methods, freezer systems.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF207 HIGH TEMPERATURE PRESERVATION

Prerequisite(s) VBF199 Principles of Food Spoilage and Control

Content Reasons for heat processing of foods, effects of high temperature.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF281 FERMENTATION/CONCENTRATION/DRYING

Prerequisite(s) VBF199 Principles of Food Spoilage and Control.

Content Principles of fermentation, concentration and drying in food processing.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBF302 INTRODUCTION TO BUSINESS MATHS

Content Basic algebraic operations; Simple and compound interest calculations; Basic depreciation calculations; Linear equations to do break-even analysis; Appropriate graphs from data and interpret them;

Nominal Hours 30 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF306 INTRODUCTION TO BUSINESS STATISTICS

Prerequisite(s) VAD950 Marketing Concepts, VBF302 Introduction to Business Mathematics.

Content Commercial graphical presentation packages; Design features of slides for business presentations; Numeric charts; Different slide media.

Nominal Hours 68 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF307 INTRODUCTION TO MARKET RESEARCH

Prerequisite(s) VAD950 Marketing Concepts, VBF302 Introduction to Business Mathematics, VBF306 Introduction to Business Statistics, VAB548 Consumer Behaviour Concepts, VAB550 Consumer Decision Making.

Content Basic marketing research to improve the quality of marketing decisions and strategy development; Marketing research brief, techniques, proposals and questionnaires; Role of market research agencies; Collect field data; Process research data; Complete data analysis and interpretation; Prepare a research report.

Nominal Hours 68 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF960 WRITING COMEDY FOR PERFORMANCE 1A

Content An introduction to comedy writing, focusing on gags, stand-up, one-liners and short pieces. Some history and theory.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBF961 WRITING COMEDY FOR PERFORMANCE 1B

Content Development of comedy writing skills and longer scripts, including workshoping.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBG138 EXHIBITION MANAGEMENT

Content Viability of an exhibition; theme for an exhibition; plan an exhibition; stage an exhibition; evaluate the success of an exhibition.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBG758 INDIVIDUAL LEARNING PLAN 1

Content To provide learners with the skills, knowledge and confidence to collaboratively design, implement and evaluate a customised plan, to maximise development throughout the course and to facilitate transition into selected adult option/s.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG759 PERSONAL DEVELOPMENT

Content To provide the learner with the skills and confidence to participate more effectively in the community.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG760 TRAVEL AND ORIENTATION AND MOBILITY

Content To provide learners with the skills to travel independently, use the most appropriate mode/modes of travel and to access a broad range of services, facilities and options.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG761 EXPLORING ADULT OPTIONS

Content To provide learners with the knowledge and skills to explore realistic options for future involvement in further training, work or community activities.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

VBG762 FUNCTIONAL COMMUNICATION AND NUMERACY SKILLS

Content To provide the learner with the skills to operate more effectively and independently in the community, by applying communication and numeracy skills to meet everyday needs.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG763 TECHNOLOGY FOR LIFE

Content To provide the learner with the knowledge and skills to use technology in everyday life.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBG764 DRIVER PERMITS

Content To provide the learner with the knowledge and skills to undertake the learner driver permit test associated with the vehicle licences (car, motorcycle, forklift etc)

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBG766 COMMUNITY ACCESS

Content To provide the learner with the skills and knowledge to participate effectively in the community by accessing a range of services and facilities and systems to meet needs.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBG768 RECREATION LEISURE

Content To provide the learner with the skills to plan and participate in one or more recreational and leisure options appropriate to budget, interests and needs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBG769 CREATIVE OPTIONS

Content To provide the learner with the knowledge and skills to develop creative aspects, to enhance quality of life.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBG774 FORMAL LETTERS

Content To provide the learner with the knowledge and skills to plan, write and edit a range of formal letters.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

VBG847 CROSS-CULTURAL FAMILIARISATION

Content The concept of 'culture'; Cultural complexity, cultural integration or separation; Social and cultural norms and imperatives; Business and social 'internationalism' requirements.

Nominal Hours 10 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG848 BUSINESS ORGANISATIONS AND CONTRACT LAW

Content Business organisations and contract law relevant to domestic and international business activities; Sole traders, partnerships, trusts, companies, subsidiary companies, agencies, distributorships, baileeships, confirming houses, joint ventures; Hire purchase agreements of intellectual property; International Chamber of Commerce; GATT articles, WTO responsibilities; International laws of trade; Elements of a contract; Conventions associated with contracts; Remedies for breaches of contract.

Nominal Hours 40-60 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG849 IMPORT AND EXPORT BUSINESS PROCEDURES

Content Customer enquiries; Customer orders; Production allocation; Freight bookings; Document preparation; Packaging; Payment/collection procedures; Export customs clearance; Delivery/distribution; Customs roles and functions; Prohibitions and restrictions; Automated statistical analysis (eg: ABS)

Nominal Hours 60 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG850 INTERNATIONAL TRADE FINANCE

Content The various structures and processes of International trade finance, including optional finance models and practices.

Nominal Hours 50 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG851 QUALITY MANAGEMENT FOR INTERNATIONAL TRADE

Content Concepts of quality management; Forces that can impinge on the attainment of organisational goals; Quality management systems; International organisational for standardisation; International electro technical commission; ISO standards; Best practice and continuous improvement; Management responsibility; Project planning; Benchmarking; Key performance indicators; Internal audits; Process controls; Training.

Nominal Hours 20 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG852 MANAGEMENT INFORMATION SYSTEMS

Prerequisite(s) ITF304 Advanced Operations-Word Processing, ITF305 Advanced Operations– Spreadsheet, ITF415 Commercial Database Packages 1, ITF405 Business and Presentation Graphics, NOS250 Introduction to the Internet, NCS002 Writing Skills for Work.

Content Technological requirements of an international trade organisation; Information sources; Data and document flow; Types of reports; Budgetary considerations; Timeframes; Human resource management; Electronic data interchange systems; Security of information; Evaluation of information systems.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG853 TRADE PRINCIPLES FOR INTERNATIONAL LAW (BUSINESS ACTIVITIES, CONSERVATION, CUSTOMS AND QUARANTINE)

Prerequisite(s) VBG848 Business Organisations and Contract Law.

Content Commercial legal considerations and conventions that affect business transactions in the domestic and international trading market; Consumer protection laws; Dispute resolution; Governmental/customs legislation and convention; Transport legislation.

Nominal Hours 60 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG854 TRANSPORT AND LOGISTICS – OPERATIONS MANAGEMENT

Prerequisite(s) 8870A International Trade and Export Procedures.

Content Transport and logistics system for an international trade organisation; Best practice procedures; Sourcing and purchasing and procedures; The impact of technology; Automated and manual systems; Just in time systems; Transport methods; Warehousing distribution; Tracking systems; Transport and storage of hazardous materials; Local and international trends; Cost/benefit analysis; Legislative requirements; Materials handling equipment; Inventory control; Loss and damage minimisation.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG855 CUSTOMS PRACTICES, LEGISLATION AND INTERNATIONAL TRADE

Content Tariff procedures and protection policies for international trade; Import quotas; Import licensing; Bi-lateral and multi-lateral trade agreements; Dumping; Injury; Export price; Normal value; Countervailing; Credit adjustments.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBG856 REVIEW OF A TARGETED BUSINESS CULTURE AND ENVIRONMENT

Content Business culture and behaviours; Religious impacts; Political infrastructure; Business environments; Customs and social practice; Behavioural norms.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

VBG857 BUSINESS AND CULTURAL PREPARATION FOR ESTABLISHING AND MAINTAINING INTERNATIONAL TRADING RELATIONSHIPS

Content Social, religious, cultural, historical, geographical and economic influences and characteristics of a selected country or region and their impact on business infrastructure, trading characteristics and investment opportunities; Social and behavioural norms; Trends in investment and trade; Business networking; Government policies; Marketing strategies; Cross-cultural business protocols and ethics; Imports and exports patterns.

Nominal Hours 155 Hours

Assessment As per accredited curriculum

VBG858 TRANSPORT AND LOGISTICS – SYSTEMS DEVELOPMENT

Prerequisite(s) VBG854 Transport and Logistics-Operations Management.

Content The role of a transport and logistics system in international trading; Comparison of the types of transport and logistics systems; The role of government and the impact of legislation on policies, practices and conventions-national and international; Insurance requirements; Technological developments; Budgetary considerations; Public and private ownership of transport networks; Inventory systems; Managing information systems; Purchasing and materials management.

Nominal Hours 40 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG859 RESEARCH AND REPORT ON AN IMPORT OR EXPORT VENTURE

Prerequisite(s) NGMS201 Entrepreneurship and Innovating, NGMS202 Forecasting Futures, NGMS204 Manage Strategically, NGMS211 Managing Risks, VBG858 Transport and Logistics– System Development.

Content Market research; Risk assessments; Feasibility of research; Outcomes for an import or export venture; International marketing and trends; Information technology; Data and documentation; Transportation and logistics; Change and innovation; International finance; International protocol.

Nominal Hours 120 Hours

Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG951 WORKPLACE OCCUPATIONAL HEALTH AND SAFETY

Content Explain the legal requirements covering Occupational Health and Safety in the boatbuilding industry; Describe the potential hazards and hazard control measures in a boatbuilding environment; Comply with occupational health and safety and enterprise requirements for safe work practices and procedures in a boatbuilding workplace; Demonstrate the use of personal protective equipment and clothing relevant to boatbuilding operations; Undertake enterprise recording and reporting in accordance with occupational health and safety and scope of responsibility.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG952 BOATBUILDING TERMINOLOGY

Content Define a range of boating terms and components; Describe the different types of components associated with sailing boats.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG953 BOATBUILDING CALCULATIONS

Content Demonstrate the use of an electronic calculator; Perform weight, density and volume calculations as required in various practical situations using an electronic calculator; Use an electronic calculator to calculate the costs of materials required in order to plan, estimate and construct practical projects; Perform a range of calculations relating to sails and sailing rigs.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG954 HAND AND POWER TOOLS

Prerequisite(s) VBG951 Workplace occupational health and safety.

Content Demonstrate basic hand tool skills as used in the construction of timber, fibreglass and metal boats; Demonstrate basic hand skills in the operation of power and pneumatic hand tools for timber, fibreglass and metal boat applications relevant to the boatbuilding industry; Apply basic maintenance and storage procedures for a range of hand, power and pneumatic hand tools used in boat construction according to standard operational procedures and manufacturer's specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG955 BOATBUILDING DRAFTING

Content Describe the drawing instruments and accessories used in the development of lines plan drawings; Produce a fully developed lines plan from a set of offsets; Demonstrate the procedure for reproducing a set of dinghy lines plans and camber developments from a set of offsets.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG956 CRAFT DEVELOPMENT

Prerequisite(s) VBG951 Workplace Occupational Health and Safety, VBG954 Hand and power tools; VBG955 Boatbuilding drafting.

Content Explain boatbuilding methods, including propulsion methods and associated components; Explain the function of mould and construction in boat construction; Describe the methods and components used in planking, sheeting, lay-up and procedures used in hull construction in the boatbuilding industry; In accordance with a specified plan and enterprise policy and procedures: Demonstrate the assembly of a support jig and transverse moulds for the construction of a timber hull, Construct a deadwood backbone and longitudinal frame components for a timber hull, Perform the preparation of a hull and deck lay-up for a canoe; In accordance with construction plans, manufacturer's specifications and enterprise policy and procedures: Perform hull and deck hand lay-up procedures and wetting out applications of fibre reinforced materials, Demonstrate the application of deck reinforcement and buoyancy materials, Release the hull and deck structures from moulds and assemble.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBG958 INTRODUCTION TO STATIC MACHINES

Prerequisite(s) VBG954 Hand and power tools.

Content Identify the safety precautions that must be followed when operating static machinery; Demonstrate basic hand skills to operate basic electric workshop machinery for timber, fibreglass and metal boat applications; Demonstrate the general maintenance procedures on basic electric workshop machinery used on boat construction.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG959 CRAFT CONSTRUCTION (GENERAL)

Content Describe the different types of backbone structures and associated components used in boat construction; Describe the construction of moulds and the different types of longitudinal and transverse framings used in hull construction; Describe the methods of planking, sheeting and lay-up procedures used in hull construction; Describe the methods used for deck planking, sheathing and the components used in deck structure of boats.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG960 CONSTRUCTION MATERIALS

Prerequisite(s) VBG951 Workplace Occupational Health and Safety, VBG954 Hand and power tools.

Content Describe the various types of materials used for boat construction; Describe the types of fastenings used in boat construction; Demonstrate the application of fastenings to materials used in boat construction.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG961 CRAFT CONSTRUCTION-TIMBER

Prerequisite(s) VBG954 Hand and power tools, VBG975 Lofting, VBG966 Small craft construction, VBG967 Decking, VBG970 Paints, coatings, sealants and adhesives.

Content Construct keel stern apron moulds and transom for a timber hull according to a specified plan; Install keel stern apron moulds and transom onto a formerly constructed jig and apply fairing techniques in conjunction with a specified plan; Apply planking materials to a timber hull; Perform hand fairing techniques to fair a timber hull to a specified standard; Demonstrate finishing techniques on a timber hull in accordance with specifications.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBG962 CRAFT CONSTRUCTION-FIBREGLASS

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG959 Craft construction (general), VBG960 Construction materials, VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Prepare a hull and deck mould for the lay-up of a canoe according to specified procedures and occupational health and safety considerations and practices; Apply gelcoat to a full coverage stage onto a prepared hull and deck mould, according to manufacturer's specifications; Perform hull and deck hand lay-up procedures according to a construction plan and manufacturer's specifications; Assemble hull and deck structures according to construction plan specifications.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBG963 CRAFT CONSTRUCTION-ALUMINIUM

Prerequisite(s) VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Describe the use of aluminium in boatbuilding; Describe the types of corrosion that affect aluminium and the prevention methods used; Describe the tools and fastenings used in aluminium boatbuilding; Perform a conic development of a boat; Fabricate external deck fitting components to specified standards; Demonstrate techniques used for welding and finishing deck fitting components.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBG964 CRAFT CONSTRUCTION–STEEL

Prerequisite(s) VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG975 Lofting, VBG966 Small craft construction, VBG954 Hand and power tools.

Content Describe the features of steel boats; Fabricate hull and internal support components for a small steel boat; Strengthen sheet metal using plate forming operations; Assemble a small steel boat.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBG966 SMALL CRAFT CONSTRUCTION

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG959 Craft construction (general).

Content Perform the procedures for the assembly of a building jig for boat construction purposes; Demonstrate procedures for constructing components of the boat's backbone; Demonstrate the setting up sequence for the backbone frame or mould, transom, stern and bracing arrangements for a small boat.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG967 DECKING

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG978 Advanced static machines.

Content Demonstrate the construction of different types of deck beams used in deck frames for timber boats; Demonstrate the installation of a range of deck frame joints used in timber boats; Demonstrate the laying of a straight timber deck; Perform deck lay-up and reinforcing procedures for a fibreglass boat in accordance with industry standards; Fit metal deck frame components.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG968 BOATBUILDING PATTERNS

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG953 Boatbuilding calculations, VBG970 Paintings, coatings, sealants and adhesives, VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Describe the procedures used in the construction of a boatbuilding pattern; Construct a wooden pattern and produce a fibreglass plug and mould according to a specified plan; Produce a finished product from a mould according to specified lay-up procedures; Construct a foil component to plan specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG969 BACKBONE STRUCTURES

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Demonstrate the use of a spindle moulder to perform rebating operations on boat components; Assemble a keel wedge into a keel according to specified plans; Describe the construction and uses of ballast keels; Construct a stern for a boat and attach it to the keel according to specified plans; Perform the construction of a transom to plan and specifications; Set up the backbone for a boat and assemble the associated components to the structure.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG970 PAINTS, COATINGS, SEALANTS AND ADHESIVES

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG957 Boatbuilding materials.

Content Demonstrate the preparation of fibreglass, metal and timber surfaces for the application of marine coatings; Apply filler materials to fibreglass, metal and timber surfaces prior to the application of marine coatings; Apply sheathing materials to timber boats according to manufacturer's specifications; Demonstrate paint procedures and application techniques on timber, fibreglass and metal boats according to manufacturer's specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG971 COMPOSITE FIBRES 1

Prerequisite(s) VBG962 Craft construction – fibreglass, VBG951 Workplace occupational health and safety, VBG954 Hand and power tools.

Content Apply material management practices to the use of composite materials according to appropriate plans and specifications; Demonstrate application methods for a range of composite materials; Apply vacuum bagging construction techniques including setting up and application procedures according to given specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG972 COMPOSITE FIBRES 2

Prerequisite(s) VBG971 Composite fibres 1, VBG951 Workplace occupational health and safety.

Content Demonstrate the operation of a gelcoat, resin/glass depositor according to manufacturer's specifications; Describe the use of foams in boatbuilding; Describe the construction methods and range of materials used in composite construction of a boat; Apply the procedures used in foam sandwich construction according to a specified plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG973 FITOUT AND FINISH

Prerequisite(s) VBG954 Hand and power tools, VBG951 Workplace occupational health and safety.

Content Explain the methods used for the fabrication of superstructures in timber, metal and fibreglass; Explain the procedures and safety factors to be considered in the installation of internal and external openings; Explain the methods used for the fitout installation of a small boat; Install a range of exterior trims and deck hardware according to plans and specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG974 BOATYARD OPERATIONS

Prerequisite(s) VBG953 Boatbuilding calculations, VBG996 Problem solving.

Content Describe the boatyard layout and slipping procedures; Demonstrate the slipping, support and relaunch of a boat on a cradle slipway; Describe the possible environmental hazards that may arise from work carried out in a boatyard.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG975 LOFTING

Prerequisite(s) VBG955 Boatbuilding drafting.

Content Produce a plan drawing of a hard chine dinghy showing profile view, plan view and cross sections; Develop a lofted plan of a hard chine dinghy; Apply Simpson's Rule to calculations relevant to the lofted plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG976 MAINTENANCE AND REPAIR TECHNIQUES

Prerequisite(s) VBG954 Hand and power tools, VBG970 Paints, coatings, sealants and adhesives, VBG951 Workplace occupational health and safety.

Content Demonstrate appropriate maintenance procedures for environmental damage on boats in accordance with enterprise standards and procedures; Apply appropriate procedures for the prevention of electrolytic attack on metals used in boat construction in accordance with enterprise standards and manufacturer's specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG977 FIRST AID

Prerequisite(s) VBG951 Workplace occupational health and safety.

Content Describe relevant legislation and regulatory guidelines; Demonstrate correct procedures for cardio pulmonary resuscitation on a mannequin; Demonstrate appropriate first aid treatment of a range of injuries; Demonstrate procedures to ensure the safety of patient, bystanders and the first aider; Describe procedures to summon assistance; Record details of treatment given.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG978 ADVANCED STATIC MACHINES

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG958 Introduction to static machines, VBG954 Hand and power tools.

Content Demonstrate the correct adjustment of fences and guards on static machines; Demonstrate the safe and efficient use of a range of static machines; Perform routine maintenance procedures on workshop machinery.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG979 INSTALLATION OF FITTINGS AND ENGINES

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Demonstrate the installation of a range of internal and external fittings according to supplied plans, specifications and enterprise standards; Construct and install engine beds for boats in accordance with supplied plans, specifications and enterprise standards; Describe the requirements for the construction of fuel and water tanks for boats in accordance with enterprise and manufacturer's specifications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG980 COMPUTERS AND TECHNOLOGY

Content Describe the function and components of a range of computer technology systems in the boatbuilding industry; Access information from a computer system in accordance with standard operating procedures and manufacturer's specifications; Input information into a computer system in accordance with standard operating procedure.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG981 PLANKING

Content Demonstrate the use of appropriate fastenings to attach garboards to the backbone of a timber boat; Demonstrate the methods used for the planking of a timber boat; Perform spilling operations on planking stock; Demonstrate the fitting of planks to a timber hull; Select and apply suitable caulking materials to the timber hull.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG982 INTRODUCTION TO FIBREGLASS

Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG960 Construction materials.

Content Describe the safety procedures relevant to the use of fibreglass materials; Describe the hand tools and equipment used in the hand laminating of fibreglass; Describe the usage and mixing proportions of materials used in fibreglass lamination; Demonstrate the practical skills required for the production of a fibreglass panel to supplied specifications; Demonstrate the use of a diamond saw for the cutting of a cured laminated product.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG984 RIBBING AND LONGITUDINAL FRAMING

Prerequisite(s) VBG978 Advanced static machines.

Content Describe the functions and construction methods of frames as applied to boats; Demonstrate the fastening of ribs to the keel and planks; Outline the methods used for fastening various types of floors to the keel, frames and planks; Demonstrate the fastening of longitudinal framing into a hull; Describe the procedure for the development of an engine bed for a boat.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG985 TIMBER FLOORING AND SEATS

Prerequisite(s) VBG954 Hand and power tools, VBG978 Advanced static machines, VBG986 Steambending and laminating timber.

Content Fabricate and fit seats to a boat according to specified plans; Install floor boards in a dinghy according to specified plans.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG986 STEAMBENDING AND LAMINATING TIMBER

Prerequisite(s) VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Describe the types and function of sterns used in boats; Demonstrate steambending techniques to bend timber for use in a stern for a boat in accordance with enterprise standards and specifications; Produce a laminated stern for a boat in accordance with enterprise standards and specifications; Calculate the cost of the timber required to produce the laminated stern in accordance with enterprise standards and procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG987 ESTIMATING AND COSTING

Content Describe the aspects of revenue generation in the boatbuilding industry; Describe the elements of costing in the boatbuilding industry; Use estimation skills to prepare a costing on a boatbuilding project.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG990 COMPUTER AIDED DRAFTING

Prerequisite(s) VBG975 Lofting.

Content Describe the relevant hardware and software used for CAD operation; Perform the tasks required for the effective use of a CAD system; Perform operations using a typical CAD software package; Utilise a CAD software package to adjust a range of specifications and meet job requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG991 CENTREBOATS, RUDDERS AND STEERING GEAR

Prerequisite(s) VBG986 Steambending and laminating timber, VBG951 Workplace occupational health and safety.

Content Perform calculations relevant to the design of centreboards, rudders and steering gear; In accordance with enterprise standards: Construct a centreboard for a boat from a specified plan, Construct a rudder for a boat from a specified plan, Fabricate a rudder box to suit the rudder blade; Complete a construction plan of a yacht rudder in accordance with enterprise standards and specifications; Describe the range of steering control systems used on boats.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG992 ROUND BILGE LOFTING

Prerequisite(s) VBG975 Lofting.

Content Construct a suitable lofting grid; Develop a hull outline; Fair the hull shape with waterlines and buttock lines; Develop the true shape of a range of transoms; Complete the necessary drawings of hull components; Complete calculations involving the use of Simpson's second rule.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG993 FAIRING OPERATIONS

Prerequisite(s) VBG960 Construction materials, VBG954 Hand and power tools.

Content Describe the types and characteristics of marine plywood; In accordance with enterprise standards and procedures: Demonstrate techniques used in the fairing of a framework for a boat, Demonstrate the techniques used in the fitting and attachment of a plywood skin to a framework; Describe the materials used and the method employed in sheathing a hull; Fit chaffing strips as required by a specified plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG994 BREASTHOOKS, KNEES, THWARTS, MASTS AND SPARS

Prerequisite(s) VBG954 Hand and power tools, VBG978 Advanced static machines, VBG951 Workplace occupational health and safety, VBG952 Boatbuilding terminology, VBG953 Boatbuilding calculations.

Content Demonstrate the fitting of breasthooks and quarter knees into a round bilge hull; Demonstrate the fitting of thwarts and knees into a round bilge hull; Demonstrate the fitting of floor boards into a round bilge dinghy; Describe the function, construction and maintenance of masts, rigging and spars on a sailing boat.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBG996 PROBLEM SOLVING

Content Assess own work; Determine quality of received materials, in accordance with boatbuilding enterprise standards and procedures; Participate in corrective action regarding faults and quality deviations in accordance with enterprise standards and procedures and scope of responsibility; Investigate causes of quality deviations, in accordance with enterprise standards and procedures and scope of responsibility.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG997 CUSTOMER SERVICE

Content Receive and deal with internal customer enquiries; Respond to customer dissatisfaction; Respond to customer complaints in line with enterprise policy and procedures.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBG998 SMALL BUSINESS MANAGEMENT

Content List and describe the key factors in running a small business in the boatbuilding industry; Describe the financial and legal requirements of a small business operation; Develop a business plan.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBH064 INTRODUCTION TO ELECTRONIC COMMERCE

Content Define and explain "electronic commerce" (e-commerce); Identify current trends and developments of electronic commerce in relation to SME's (Small to Medium Enterprises); Discuss global legal and security issues in relation to electronic commerce; Explain the importance of marketing strategies in relation to electronic commerce; Demonstrate a practical understanding of electronic commerce technology and its implementation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBH332 THEMATIC STUDIES IN ART AND DESIGN

Content Investigates the various influences on the development in Art, Design and Multimedia.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBH336 CONSUMER PSYCHOLOGY AND MARKETING

Content Examines consumer behaviour towards art and design products and services.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBH338 INTRODUCTION TO 3D STUDIES

Content Construction of 3D models for application within a 2 dimensional space for both print and screen based mediums.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBH339 DESIGN PRINCIPLES AND ELEMENTS 2

Content To further develop the skills to resolve basic and more complex problems through the application of design principles and elements using appropriate technology and techniques.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBH340 DESIGN LAW

Content A study of the legal issues associated with artwork production.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBH341 DESIGN AND THE ENVIRONMENT

Content Establishes an awareness of responsible design and its implications on the environment.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBH342 COLOUR

Content Understanding colour and its use in a range of applications.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBH344 ILLUSTRATION ELEMENTS AND TECHNIQUES

Content Develops skills in drawing and illustration techniques.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBH347 TYPOGRAPHY ELEMENTS AND TECHNIQUES

Content Develops an appreciation in the practical use of type.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH352 INTRODUCTION TO PHOTOGRAPHY

Content This module provides a theoretical and practical introduction in both traditional and digital photography.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH354 INTRODUCTION TO COMPUTERS

Content Provides training at a basic skill level in current software programs.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH393 MOTOR CONTROL FUNDAMENTALS

Prerequisite(s) NUE054 Applied Electricity 2; NUE056 Applied Electricity 4; NBB02 Occupational Health and Safety (or equivalent)
Content The purpose of this module is to introduce motor control system concepts and to provide the learner with the ability to design, modify, test, operate and fault-find basic motor control circuits used to control three-phase AC squirrel cage induction motors.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH394 MOTOR CONTROL 1

Prerequisite(s) VBH393 Motor control fundamentals
Content The purpose of this module is to provide the learner with a knowledge of the principles of motor control and protection and the ability to design, connect, operate, test and fault-find complex industrial motor control systems designed to meet given specifications.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH395 MOTOR CONTROL 2

Prerequisite(s) NBB02 Occupational Health and Safety; VBH394 Motor Control 1
Content The purpose of this module is to provide the learner with knowledge of various aspects of motor control including automatic synchronous motor starting, soft starting, braking, motor drives and electronic motor control and protection relays (Motor Management Systems).
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH722 CAREER STUDIES

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.
Nominal Hours 16-40 Hours
Assessment As per accredited curriculum

VBH723 INDUSTRY FAMILIARISATION

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to describe the major legal and industrial elements common to all workplaces in Australia.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH724 WORKPLACE SKILLS

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to perform basic workplace functions.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH726 WORKPLACE RESEARCH PROJECT

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to investigate basic workplace conditions and practices.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ098 PUBLIC RELATIONS INDUSTRY AND THE AUSTRALIAN MEDIA

Content Broadcast, print and mass media in Australia; Other major mass media in Australia; Mass media philosophies.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ099 BUSINESS AND FINANCE FOR PUBLIC RELATIONS

Content Operations of the Australian Stock Exchange; financial accounting reports; budgets.
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ206 IDENTIFY POTENTIAL CLIENTS AND PROVIDE ADVICE ON SERVICES

Content Source potential client; Provide information and advice to the potential client
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ207 PRACTISE IN A LEGAL ENVIRONMENT

Content Open client file, take instructions and provide required legislative information; Consult appropriate specialist(s); Obtain, prepare and manage legal documentation; Maintain communication with the client; Identify and apply legal ethics and practice.
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBJ208 MANAGE LEGAL PRACTICE OPERATION RESOURCES

Prerequisite(s) VBD235 Law of contract; VBD233 Law of evidence; VBD238 Legal process; VBD237 Law of torts; VBD236 Property law; VBD228 Commercial law; VBJ206 Identify potential clients and provide advice on services; Practice in an area of legal interest.
Content Manage the recruitment and development of base level legal and clerical staff; Supervise and monitor base level legal and clerical staff.
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ300 ACTING 1

Content Analyse and critically evaluate a range of performance styles; Analyse major methods of acting; Select an acting method, apply to a character in a script in rehearsal; Perform a short monologue.
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VBJ301 VOICE 1

Content Demonstrate a vocal warm up technique; Analyse the vocal techniques of major theorists; Demonstrate vocal techniques of a major theorist; Demonstrate vocal techniques by performing script.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ302 MOVEMENT 1

Content Demonstrate a warm-up routine; Perform a short sequence which demonstrates kinaesthetic awareness; Perform a short sequence using movement in response to stimuli such as language, music, text, sound and mask; Analyse and evaluate Twentieth Century movement styles and techniques.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ303 IMPROVISATION 1

Content Compare and contrast improvisation in traditional and contemporary theatre; Demonstrate a range of improvisation techniques; Apply improvisation techniques in story writing; Apply improvisation techniques to character development.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ304 AUSTRALIAN THEATRE

Content Analyse the development of Australian theatre; Analyse and evaluate a range of productions of Australian theatre; Write a submission to a funding organisation for an Australian theatre production; Identify the vocational opportunities in Australian theatre and write a resume for a selected company.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ305 AUSTRALIAN COMMUNITY THEATRE

Prerequisite(s) VBJ304 Australian Theatre

Content Analyse the development of community theatre, festivals and events in Australia; Identify the origins, development and current practices of a small theatre company, community festival or event; Analyse a range of community theatre performances, festivals or events; Identify the vocational opportunities in community theatre.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ306 SCRIPT WRITING

Content Write a twenty minute script for rehearsal; Conduct a rehearsal of the twenty minute script and revise draft following rehearsal.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ308 CIRCUS SKILLS

Content Develop and perform a warm up routine for circus work; Demonstrate a range of basic circus routines; Select a set of circus skills, apply to a character in rehearsal; Demonstrate a range of circus skills in performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ310 PUPPETRY

Content Design and construct a puppet for a specific event; Manipulate puppet in performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ311 ACTING 2

Prerequisite(s) VBJ300 Acting 1

Content Select, rehearse and perform a duologue; Demonstrate a major acting method in a performance; Demonstrate a range of acting techniques in ensemble performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ312 VOICE 2

Prerequisite(s) VBJ301 Voice 1

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

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ313 MOVEMENT 2

Prerequisite(s) VBJ302 Movement 1

Content Design and perform a warm up routine; Perform a solo work using a range of movement motifs; Create a unified composition using a personal movement vocabulary; Compare and contrast the work of two major Twentieth Century choreographers or physical theatre directors.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ314 IMPROVISATION 2

Prerequisite(s) VBJ303 Improvisation 1

Content Interpret a given text using improvisation techniques; Apply improvisation techniques to the interpretation of a character; Apply improvisation techniques in production of a play.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ316 MUSIC IN PERFORMANCE

Content Analyse the role of music in a range of performance contexts; Develop and perform a musical piece to accompany a performance using percussion instruments.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ362 INDUSTRIAL RELATIONS/EMPLOYMENT RELATIONS

Content Current workplace industrial relations/employment relations issues; The theoretical system framework; The preparation of agreements within the current human resources climate.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ369 COMPETENCY ANALYSIS

Content Conduct competency audit, prepare competency portfolio.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

VBJ370 CAREER PLANNING & SKILLS ASSESSMENT

Content Prepare a personal plan; conduct a self-assessment for Recognition of Prior Learning; prepare a personal resume; develop a job search and job interview strategies.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBJ373 PRODUCTIVITY AND WORK METHODS IMPROVEMENT

Content Productivity and operations management; Industrial engineering and work study; Selection and recording; Critical examination and development of improved methods.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ374 RESOURCE REQUIREMENT PLANNING

Content Resource requirements planning; Plant manufacturing capacity; Material Requirements Planning (MRPI); Capacity requirements planning.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ375 PRODUCTION PLANNING, SCHEDULING AND CONTROL

Content Forecasting techniques; The production plan; Scheduling shop floor operations; Computerised scheduling.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ376 SUPPLY CHAIN MANAGEMENT PRINCIPLES

Content The principles of supply chain management; Requirements for a successful supply chain; Perform a range of Economic Order Quantity (EOQ) calculations; Perform a range of ordering calculations; Explain the Pareto Principle; Demonstrate the principles of Manufacturing Resources Planning (MRPII).

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBJ377 MANAGEMENT OF WAREHOUSE SYSTEMS

Content Strategies to manage and ensure smooth workflow in a warehouse environment; Alternative materials handling systems; Current trends and issues in warehouse systems; Technology and operations; Strategies for managing systems in a warehouse environment; Analyse the inventory control system of a warehouse organisation; Stock location system used in a warehouse organisation and improvements that could be made; The picking system used in a warehouse organisation and improvements that could be made; Analyse the dispatch and transport system of a warehouse organisation and participate in the development and evaluation of new systems.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBJ382 PREDETERMINED MOTION TIME STANDARDS SYSTEMS

Content Introduction to predetermined motion time standards system; Methods Time Measurement (MTM); Master Standard Data (MSD) or Modular Arrangement of Predetermined Time Standards (MODAPTS); Alpha-Mnemonic coding systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ383 FACILITY LAYOUT & WORKPLACE DESIGN

Content Facility layout and workplace design; How layout techniques are used to improve existing facilities; Assess a range of work environments to determine the need for redesign; re-layout or work redefinition; Explain the relationship between work, worker and the workplace on humans and productivity.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ384 PROJECT MANAGEMENT

Content Network analysis approaches to project planning; Establish the critical path by doing the forward and backward passes and compute the table of floats and allocation of resources; The similarities and differences of other network systems; PERT (Project Evaluation and Review Technique); Basic processes involved in the management of a project after the planning phase; Design the project; Cost the project; Outline project organisation; Schedule the project.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ386 COMPUTER APPLICATIONS FOR OPERATIONS MANAGEMENT

Content Computer operating systems; Commercially available software packages applicable to operations management; Use software packages for a range of operations management applications.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ387 MAINTENANCE MANAGEMENT

Content The rationale approach to repair programs; Principles and practices underpinning preventative maintenance strategies; Principles and practices underpinning predictive maintenance strategies; Systems concept of machinery and equipment reliability and failure; Principles and practices of sound maintenance management.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ389 STATISTICAL & ESTIMATING TECHNIQUES

Content Calculations using the activity sampling technique, in management investigations; Calculations using the group timing technique for setting time standards; Calculations dealing with machine interference; Types of standard data systems that may be developed and installed.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ391 INDUSTRY PROJECT/PRACTICUM

Content Apply the relevant knowledge and practical skills to perform a range of operations management functions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBJ392 DEVELOP AN ENVIRONMENTAL PLAN

Content An environmental plan; Development of an environmental plan; Resource requirements for an environmental plan; Evaluate environmental assets, activities, challenges and opportunities; Present an environmental plan.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBJ577 INTRODUCTION TO PUBLIC RELATIONS 1

Content Define, outline and explain the historical development of public relations; Public relations in business, government and other institutions; Functions performed by public relations professionals; Public relations planning for the organisation; Theories and processes of communication; Internal public relations.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBJ578 INTRODUCTION TO PUBLIC RELATIONS 2

Content Operating procedures of Public Relations organisations; Stages of the public relations program; Structure, roles and techniques used in various media; Categories of media; Develop programs for special events; Techniques used in 'issues management' and 'crisis Public Relations'; speech presentation; Interrelationships between public relations and advertising functions.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBJ579 TECHNIQUES FOR PRODUCTION

Content Demonstrate an understanding of print layout; Applications and functions of desktop publishing; Elements of an in-house newsletter and annual report; Uses of photographs, line drawings and cartoons in print publications; Processes used in printing; Audio-visual and film production and scripting.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBJ685 PERMITS AND CONTROLS IN INTERNATIONAL TRADE

Content The nature, purpose and functions of quarantine–cargo clearance; impact and control of pests and diseases. Principles of conservation; data requirements for wildlife exports and imports; applications of GST where relevant.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ707 ORAL COMMUNICATION 1B

Content This module focuses on the consolidation of beginning oral communication skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ708 READING & WRITING 1B

Content This module focuses the consolidation of beginning reading and writing skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ709 NUMERACY 1B

Content This module focuses on the consolidation of beginning numeracy skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ710 USING ELECTRONIC TEXTS 1B

Content This module focuses on the consolidation of beginning skills for using electronic texts in English through connecting new learning with the resources and demands in an adult learning context.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ711 USING DIAGRAMMATIC TEXTS 1B

Content This module focuses on the consolidation of beginning skills for using diagrammatic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ712 ORAL COMMUNICATION 2

Content This module focuses on extending initial oral communication skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBJ713 READING & WRITING 2

Content This module focuses on the extension of initial reading and writing skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBJ714 NUMERACY 2

Content This module focuses on extending initial numeracy skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBJ715 ELECTRONIC TEXTS 2

Content This module focuses on extending initial skills for using electronic texts in English through connecting new learning with the resources and demands in an adult learning context.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBJ716 DIAGRAMMATIC TEXTS 2

Content This module focuses on the extension of initial skills for using diagrammatic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBK156 INDUCTION

Prerequisites Nil

Content To provide learners with an introduction to the training organisation. This includes the expectations of individuals and the range of facilities and services available. This module helps participants examine the personal arrangements they will need to make in order to take part in the training program.

Nominal Hours 10 Hours

Assessment To be advised

VBK157 INDIVIDUAL VOCATIONAL PLAN

Prerequisites Nil

Content To provide learners with the skills to develop an individual transition plan to maximise development throughout the course and to plan for exit.

Nominal Hours 80 Hours

Assessment To be advised

VBK158 INTERPERSONAL COMMUNICATION SKILLS**Prerequisites** Nil**Content** To provide learners with interpersonal and conversational skills.**Nominal Hours** 30 Hours**Assessment** To be advised**VBK159 WORKPLACE COMMUNICATION SKILLS****Prerequisites** VBK158 Interpersonal Communication Skills**Content** To provide learners with the skills to perceive and respond to social situations, thereby increasing their ability to obtain and maintain employment and develop meaningful relationships.**Nominal Hours** 30 Hours**Assessment** To be advised**VBK160 TEAM WORK****Prerequisites** VBK158 Interpersonal Communication Skills**Content** To provide learners with the skills and confidence to participate effectively as members of a team.**Nominal Hours** 30 Hours**Assessment** To be advised**VBK161 PERSONAL MANAGEMENT SKILLS****Prerequisites** Nil**Content** To provide learners with the skills and tools for applying personal independence in everyday situations.**Nominal Hours** 65 Hours**Assessment** To be advised**VBK162 COMMUNITY SKILLS****Prerequisites** Nil**Content** To provide learners with the knowledge and skills to use facilities and technologies in order to participate more fully in their communities.**Nominal Hours** 95 Hours**Assessment** To be advised**VBK163 CAREER PLANING****Prerequisites** Nil**Content** To develop personal organisation and job search skills.**Nominal Hours** 80 hours**Assessment** To be advised**VBK164 WORKPLACE EDUCATION****Prerequisites** Nil**Content** To provide learners with a variety of experiences in work settings in order to assess aptitudes, develop interests and to refine skills, work attitudes and behaviours.**Nominal Hours** 300 Hours: Class contact – 60 Hours, Placement – 240 Hours**Assessment** To be advised**VBK165 VOCATIONAL ELECTIVES****Prerequisites** Nil**Content** To provide learners with specific vocational skills related to employment and appropriate workplace behaviours and attitudes.**Nominal Hours** 400 Hours**Assessment** To be advised**VBK280 LEGAL ASPECTS 1 FOR JUSTICE STUDIES****Content** This module will provide students with a general introductory framework of Australian law including its law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop legal research skills.**Nominal Hours** 75 Hours**Assessment** As per accredited curriculum**VBK281 LEGAL ASPECTS 2 FOR JUSTICE STUDIES****Content** The purpose of this module is to enable students to develop a comprehensive understanding of the judicial system, procedures of conducting an investigation, case file management, preservation and recording of evidence, the law of evidence, presentation of evidence in a court of law and witness responsibilities, court procedure and etiquette.**Nominal Hours** 75 Hours**Assessment** As per accredited curriculum**VBK283 AUSTRALIAN CRIMINAL JUSTICE SYSTEM****Content** The purpose of this module is to provide students with the knowledge and understanding of the relevant Criminal Justice functions of law-enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatisation within the fields of the constituent subject content.**Nominal Hours** 54 Hours**Assessment** As per accredited curriculum**VBK284 CRIMINOLOGY****Content** To introduce students to the study of crime, substantive areas of offending behaviour, and the implications of criminological knowledge for policy formulation and crime prevention strategy.**Nominal Hours** 68 Hours**Assessment** As per accredited curriculum**VBK285 JUSTICE DELIVERY****Content** The purpose of this module is to develop an understanding of the role and function and organisation of the departments and agencies, which comprise the justice delivery system. An emphasis will be placed on current issues relevant to community justice workers.**Nominal Hours** 54 Hours**Assessment** As per accredited curriculum**VBK286 JUVENILE JUSTICE****Content** This module provides for an application of knowledge and skills regarding the law, procedures of institutions and structures involved within the juvenile justice system.**Nominal Hours** 54 Hours**Assessment** As per accredited curriculum**VBK287 CRIME PREVENTION****Content** This module will enable students to develop a comprehensive knowledge of crime prevention strategies. It also aims to provide students with the ability to analyse techniques and theories used in early intervention and developmental approaches to crime prevention. A further module purpose is to enable students to evaluate, design and implement crime prevention strategies.**Nominal Hours** 54 Hours**Assessment** As per accredited curriculum

VBK288 SOCIAL RESEARCH AND ANALYSIS

Content On completion of this module students will be familiar with concepts in quantitative and qualitative social research, be able to carry out basic research and understand the role of research in Community Justice.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK289 APPLIED PSYCHOLOGY

Content The purpose of this module is to introduce students to the science of Psychology. On completion of this module, students will be able to apply knowledge of human behaviour provided by psychological research and study, in instances of those phenomena presented, to promote appropriate and effective interactions in the course of their work, including appropriate referral of people in crisis.

Nominal Hours 68 Hours

Assessment As per accredited curriculum

VBK290 CULTURAL DIVERSITY

Content On completion of this module students will have gained a better awareness and understanding of the origins and nature of Australia's multicultural society. By providing accurate information as well as opportunities for students to make contact with aboriginal and migrant individuals and services it seeks to dispel popular myths and develop attitudinal change and empathy in the participants.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK291 JUSTICE COMMUNICATION

Content The purpose of this module is to provide students with the necessary knowledge and skills to communicate effectively and to develop an understanding of the concepts and skills of mediation for managing conflict and resolving disputes in a justice environment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBK293 WORKPLACE PRACTICE

Content The aim of the module is for students to acquire the skills, knowledge, attributes and professional practices that will contribute to the effective management of their workplace in the context of contemporary issues, and an environment of industrial change. This module provides competency-based training in the management of workplace practice in an environment of industrial change and award re-structuring, in a manner that will positively contribute to the effectiveness and efficiency of the organisation. As part of a suite of generic management skills this module is not designed for the industrial relations functional specialist but for first level line management.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK294 ORGANISATIONAL PRINCIPLES AND PRACTICE 1

Content The purpose of this module is to provide students with knowledge of the principles and practice of management in a justice environment and to develop the necessary knowledge, skills and strategies to deal effectively with the issues of management in a justice environment

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK295 ORGANISATIONAL PRINCIPLES AND PRACTICE 2

Content The purpose of this module is to assist students in the analysis and further understanding of the theories behind the principles and practice of management in a justice environment and to assist them to develop and apply their own style of management to deal effectively with the issues of management in the justice environment.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK296 MUNICIPAL LAW ENFORCEMENT

Content This module will provide students with an overview of law enforcement in Local Government and the relationship with other sectors of the Community Justice field.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK297 CURRENT ISSUES IN LOCAL GOVERNMENT – BEST VALUE

Content To provide students with an understanding of all aspects of the concept of Best Value in Local Government.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBK298 CURRENT ISSUES IN LOCAL GOVERNMENT – BUSINESS PRACTICES

Content To introduce students to principles of business practice relevant to the management of local government service delivery.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBK299 CURRENT ISSUES IN LOCAL GOVERNMENT – DEVELOPING BUSINESS PLANS

Content To introduce students to the rationale for business planning in Local Government and how to conduct this type of planning.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBK300 CURRENT ISSUES IN LOCAL GOVERNMENT – TOWN PLANNING

Content To introduce concepts, approaches and methods of application of town planning principles and provisions by local authorities.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

VBK301 CORRECTIONAL SYSTEMS

Content To provide a critical understanding of historical perspectives and current management principles and practices of correctional systems.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK302 HUMAN RIGHTS

Content Human Rights and Advocacy aims to provide students with the knowledge and skills to practice legal advocacy within a human rights and community justice framework.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK303 CURRENT ISSUES IN COMMUNITY LAW

Content The purpose of this module is to consolidate and refine skills gained in introductory modules and provide students with advanced knowledge and skills to identify current legal issues and to practice legal advocacy within a community justice framework.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK304 CONTEMPORARY POLICING

Content The purpose of this module is to provide the student with a general knowledge of the structure and function of policing and the role of police in a contemporary society.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK305 ECONOMICS FOR JUSTICE STUDIES

Content To provide students with an understanding of economic concepts, objectives, policy and the relationships between economic events, outcomes and the operation of the legal system. To apply the language and tools of economics to express, present, interpret and analyse economic information.

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBK382 COMPUTER SKILLS FOR WRITERS AND EDITORS

Content: Students learn basic to intermediate computer skills in Word. This module is a prerequisite for all other computer-based subjects.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK383 EDITING 1A

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

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK384 EDITING 1B

Content: This module extends language skills into sentence construction and basic editing and proof-reading.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK385 INTRODUCTION TO FICTION WRITING 1

Prerequisite: Nil

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.

Required Reading: to be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK386 SCRIPTWRITING 1A

Prerequisite: Nil

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.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK387 SCRIPTWRITING 1B

Prerequisite: VBK386 Scriptwriting 1A

Content: Builds on the skills learned in 1A, leading to a longer script. Focus on structure, format and audience.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A

Prerequisite: Nil

Content: The purpose of this module is to develop skills in writing for young children. The focus is on picture books.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B

Prerequisite: VBK388 Writing for Children (Young Readers) 1A

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.

Required Reading: To be advised

Nominal Hours: 68 Hours; 1Point

Assessment: As per accredited curriculum

VBK390 WRITING FOR RADIO

Prerequisite: Nil

Content: This subject involves drafting and scripting a 30 minutes magazine program, scripting a 30 minute radio drama as well as voice production and microphone techniques.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK392 LITERATURE FOR WRITERS 1A

Prerequisite: Nil

Content: The purpose of this module is to develop the awareness and analysis of the historical and critical context of a chronological range of literature, and to develop own writing through exploration of writing of contemporary Australian writers.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK393 LITERATURE FOR WRITERS 1B

Prerequisite: VBK392 Literature for Writers 1A

Content: The purpose of this module is for the participants to further develop an awareness and analysis of the historical and critical context of a chronological range of literature, and to develop an overview of contemporary writing other than Australian in relation to their own writing.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK394 PHOTOGRAPHY FOR WRITERS

Prerequisite: Nil

Content: Students will learn how to take quality photos aimed at professional publications. Folio development and written tasks.

Required Reading: To be advised

Nominal Hours: 68 Hours

Assessment: As per accredited curriculum

VBK395 ROLE OF THE EDITOR**Prerequisite:** VBK383 Editing 1A**Content:** The purpose of this module is to outline the purpose of editing, the techniques involved and the tools which are used to facilitate the process.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK396 ADVANCED SCREENWRITING PROJECT 2****Prerequisite:** Nil**Content:** The purpose of this module is to develop a screenwriting project into a format suitable for marketing. The project will be developed from either an initial screenwriting project or another writing/performance project which could be marketed in the screenwriting industry.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK397 AUTHORIZING A MULTIMEDIA PRODUCT 2****Prerequisite:** VBK406 Writing an Interactive Multimedia Sequence 2**Content:** To author a multimedia product using an industry standard authoring tool.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK398 INDUSTRY OVERVIEW 2****Prerequisite:** Nil**Content:** The purpose of this module is to develop freelance and small business skills in managing financial and structural issues, and paperwork associated with running a small business. The module develops skills in planning and scheduling activities related to the freelance writer or small business involved in the writing industry. Includes a range of speakers from the industry.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK399 LITERARY NON FICTION PROJECT 2****Prerequisite:** VAE272 Non Fiction 1A; VAN037 Non Fiction 1B; VBK385 Introduction to fiction writing 1 (or equivalent)**Content:** the purpose of this module is to identify principals and techniques involved in the writing of extended literary non fiction projects.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK400 POETRY 2A****Prerequisite:** VAE831 Poetry 1A & VAN043 Poetry 1B**Content:** Students will explore various styles of poetry in order to assist them to write their own poetry.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK401 POETRY 2B****Prerequisite:** VBK400 Poetry 2A**Content:** Students will look at other forms of poetry such as song writing and formal structures to advance their techniques. Workshopping is a large component.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK402 SCREENWRITING 2A****Prerequisite:** Nil**Content:** Develop material and themes, complete synopsis of proposed screenplay, either documentary or fiction. Film analysis/criticism. Written exercises on dialogue, character development, plot, narrative, leading to workshopping of sequence.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK403 SCREENWRITING 2B****Prerequisite:** VBK402 Screen writing 2A. A participant may seek recognition through the RPL process for competencies already held.**Content:** Script development within context of student's writing project, using workshopping. Development of process of fictionalisations, alternatives to full-length playscript. Seminars on performance industry.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK404 WRITING FOR CHILDREN (OLDER READERS) A****Prerequisite:** Nil. A participant may seek recognition through the RPL process for competencies already held.**Content:** The purpose of this module is to develop skills in writing and marketing for older readers in the children's market. It develops the longer works such as junior novels for 8-10 age group and the 10-13 age group.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK405 WRITING FOR CHILDREN (OLDER READERS) B****Prerequisite:** VBK404 Writing for Children (Older Readers) A. A participant may seek recognition through the RPL process for competencies already held.**Content:** The purpose of this module is to develop the skills in writing and marketing for older readers in the children market.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2****Prerequisite:** VBK382 Computer skills for Writers & Editors 1; VBK391 Internet Skills for Writers & Editors; VAC412 Desktop Publishing 1; It is recommended that participants have completed or are currently studying VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B**Content:** To develop an understanding of the skills required to create, develop and write an interactive sequence for multimedia productions and to use an authoring tool to create a discrete interactive sequence.**Required Reading:** To be advised**Nominal Hours:** 68 Hours**Assessment:** As per accredited curriculum**VBM049 INTRODUCTION TO SCIENCE****Content** The purpose of this module is to provide learners with an introduction into scientific experimentation, scientific method and development of scientific theories.**Nominal Hours** 20 Hours**Assessment** As per accredited curriculum

VBM050 OCCUPATIONAL HEALTH AND SAFETY

Content To provide the learner with the knowledge to identify and understand the nature of hazards in a laboratory setting. Though the recognition of the hazardous nature of laboratory work learners are required to develop a personal sense of responsibility for safety.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM060 INTRODUCTORY MATHEMATICS

Content Fractions and decimals; Ratio; Proportions and percentage; Measurement and mensuration.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBM064 INTRODUCTION TO SCIENTIFIC COMPUTING

Content Terminology; Modification of existing document; Equation editor; Manage files; Use printed manuals and on-line help.

Nominal Hours 25 Hours

Assessment As per accredited curriculum

VBM510 LEARNING TO LEARN

Content Identify and use appropriate learning strategies for effective participation in a variety of fields of study and learning environments; Demonstrate the appropriate use of a variety of library and online facilities to research selected topics; Identify and use effective reading strategies to comprehend complex written texts; Examine writing skills and apply these skills to produce a complex written text; Examine and demonstrate skills required to participate effectively in collaborative learning environments

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM511 INQUIRY AND PRESENTATION

Prerequisite(s) VBM510 Learning to Learn

Content Research and investigate a particular field or discipline of knowledge including the focus of study, forms of enquiry and dissemination of knowledge within the field or discipline; Demonstrate the appropriate use of online technologies for a variety of forms of research and composition; Outline and apply appropriate skills and strategies to deliver effective oral presentations; Examine different kinds of critical analyses and identify how these are represented in written text; Outline and apply appropriate communication strategies to gain entry into further study and employment

Nominal Hours 54 Hours

Assessment As per accredited curriculum

VBM512 PUBLIC LIFE – PAST AND PRESENT

Content To enable students to participate effectively in debates about public issues and in debates about the role and value of democracy in contemporary society. Within this context, the module aims to develop students' capacity to read and write about a diverse range of texts in public life. Ait introduces students to frameworks of understanding that will enable them to appreciate key issues within other subjects of the liberal arts course, in further study and in public life in general.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM513 STORIES CULTURES TELL THEMSELVES

Content To enable students to appreciate the significance of stories for themselves as individuals and for cultures in which individuals participate. Another aim of the module is to enable students to recognise many forms stories can take. The module also aims to provide students with the skills and language with which to critically evaluate stories in a range of social contexts.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM514 NATURE AND ITS HUMAN TRANSFORMATION

Content Provide students with knowledge and skills to examine the way nature is viewed and represented within different cultures and how these views impact upon contemporary environmental issues. The module poses the fundamental question of how we should live with nature and aims to raise environmental awareness. In addition, the module introduces students to a range of written and visual texts about nature and equips students with the necessary language and concepts to discuss and analyse these texts.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM515 ECONOMY AND SOCIETY

Content The aim of this module, in part, is to demystify economic discourse for non-economists. The module also aims to enable students to appreciate the relevance of understanding large-scale economic change for fields of study other than economics, for citizens engaged in public life and for individuals in the workplace. Finally, the module aims to provide students with the knowledge and skills to participate in current debates about economic policy.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM516 TEXT AND CULTURE 1

Content Provide students with the concepts, language and skills to identify meanings in a range of texts. To enable students to demonstrate how these meanings are constructed and negotiated, and to describe relationships between these texts and their cultural contexts. In addition, the module introduces students to the ideological determination of texts.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VBM517 TRADITION AND MODERNITY

Content To enable students to enter contemporary debates about the significance of tradition in contemporary cultures and to enter debates about modernity and postmodernity. Within this context, the module also aims to enable students to enter contemporary debates about the significance of history including the uses of history in contemporary culture.

Nominal Hours 180 Hours

Assessment As per accredited curriculum

VBM518 RESEARCH PROJECT

Content Provide students with knowledge and skills to undertake independent research as well as an opportunity for self-directed work and an opportunity for peer group collaboration. Further, this module provides students with an opportunity to assume the identity of researchers and understand something of the working life of researchers. This module further develops the research skills that students acquired in Learning to Learn and Inquiry and Presentation.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM519 HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS

Content Provide students with the knowledge and skills to understand sociological concepts and apply these to explain the change in family structures, personal/intimate relationships and relations between different cultures over time.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM520 URBAN STUDIES

Content Provide students with an overview of urbanisation, urban forms and cultures and their impact on human life, past and present. The module also introduces students to a range of urban theorists. In addition, it offers students the necessary language and skills with which to participate in academic and non-academic debate concerning urban issues and problems.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM521 INTRODUCTION TO THEORIES OF HUMAN PERSONALITY

Content Provide students with an introduction to ways in which human personality has been theorised and critiqued. To equip students with the skills to apply the theories in a range of contexts such as critiquing films, understanding group dynamics and analysing public and private relationships.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM522 TEXT AND CULTURE II

Content Aims to develop students; capacities to be critical and creative participants in a range of cultural spheres. Texts are examined not just as forms of entertainment and not just as a collections of art works, but also as exercises of power. The module aims to develop students' understanding of how different forms of power are exercised through the cultural processes of reading, viewing and producing texts. This is to enable students to understand, and participate in, the cultural process through which these exercises of power are contested, challenged and transformed.

Nominal Hours 72 Hours

Assessment As per accredited curriculum

VBM565 ORAL COMMUNICATIONS II

Content The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM566 ORAL COMMUNICATIONS III

Content The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In addition, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM585 WORK EFFECTIVELY AS A PROFESSIONAL NURSE

Content This subject covers the knowledge and skills required to work as a professional nurse. Nursing is conducted within a multi-disciplinary health care team and occurs in the following clinical setting: Aged Care, Rehabilitation, Community Nursing, Mental Health and Acute care. It also introduces the principles of working within a legal and ethical framework, within the scope of practice of the Registered Nurse Division 2. Issues relating to health and wellbeing, determinants of health and individual client's expectations of health care will be researched and identified.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM587 UNDERTAKE CLIENT ASSESSMENT

Content This subject provides the student with the knowledge and skills required by the Registered Nurse Division 2 to undertake the nursing assessment- primarily vital signs. Through this process, the student learns to measure and record vital signs. They also learn normal ranges, recording and reporting processes, in routine settings as well for client admission and discharge. Issues of informed consent, client focused care and autonomy are addressed. Clinical reasoning skills along with problem solving are developed.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

VBM588 DELIVER NURSING CARE TO CLIENTS

Content This subject provides the student with knowledge of Anatomy and Physiology and Clinical Nursing required to develop to competency to nurse clients requiring acute/episodic nursing care. Using a developmental, and life span approach, the condition of the client is evaluated. Utilising the skills and knowledge of skills acquired throughout this subject, the student learns assess, plan, deliver and evaluate nursing care. They learn to utilise an integrated and contextualised approach to nursing care, within the multi-disciplinary nursing team.

Nominal Hours 140 Hours

Assessment As per accredited curriculum

VBM589 DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE

Content This subject introduces the student to the concepts of nursing research and evidenced based practice. It covers the issues related to nursing research, introduction to the critical analysis of research articles. Students are required, in collaboration with colleagues in the classroom and clinical setting to develop a research proposal, learning about the implications for conducting research through these processes.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM590 APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES

Content Professional nursing practice in residential aged care involves a partnership with residents and significant others to assess their capabilities, needs and expectations to ensure provision of quality care. This subject covers the assessment, documentation and reporting requirements undertaken by nurses in collaboration with the health care team, specific to residential aged care services as specified by policy, legislature and aged care standards.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM591 IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT

Content This subject introduces the student to principles of infection prevention, especially in relation to contemporary wound management processes. The student is required to undertake wound management in a variety of health care contexts. They will be required to carry out wound assessments and contemporary wound care working with the wound management health care team and then evaluating the progress of the wound status.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM592 PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS

Content Using developmental, lifespan and ecological themes, health promotion and education is planned, delivered and evaluated utilising an integrated and contextualised approach within the health care team. Client education and health promotion will focus on significant national health priority areas: cardiovascular health, cancer control, injury prevention and control, mental health, diabetes mellitus and asthma.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBM593 CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)

Content This subject describes competencies for the nurse whose role may include assisting clients to improve their health and wellbeing within a rehabilitation and community setting. Working in conjunction with the multidisciplinary health care team, the nurse will contribute to assessments, act and communicate to contribute to the health and wellbeing of the client.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBM594 PARTICIPATE IN PROVIDING PALLIATIVE CARE

Content This subject introduces palliative care using a holistic life span approach and utilises the issues related to death and dying, to explore the complexity of nursing care in this field of nursing. The student is required to understand the value of establishing supportive relationships with their client and significant others. This enables them to learn to provide nursing care to client and carers with differing reaction, needs and socio-cultural values in relation to the dying process.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM595 PARTICIPATE AS A PRECEPTOR IN A WORK TEAM

Content This subject introduces the role of preceptor within the work team by developing teaching, learning and reflective skills. These skills will enable the registered nurse division 2 to take an active role in orientation of new staff and students on placement as part of their own work plan. The subject will also provide the knowledge and skills to manage conflict within the work team constructively and use it as an opportunity to improve processes and interactions.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBM596 PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS

Content This subject describes how the registered nurse division 2 participates as one of the multidisciplinary team in providing care and support to meet the needs of consumers in a range of clinical settings. It encourages the student to learn that the nursing care in a mental health context is holistic – and the client's physical, spiritual and psychosocial needs are to be met as well mental health needs. It also gives the student the opportunity to reflect on their own stress levels and learn ways of managing themselves in this speciality area.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM685 READING AND WRITING - INTRODUCTORY

Content Writing for self expression ; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; reading for knowledge; Reading for public debate.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM686 NUMERACY AND MATHEMATICS - INTRODUCTORY

Content Numeracy for practical purposes – design; Numeracy for practical purposes – measuring; Numeracy for personal organisation – money & time; Numeracy for personal organisation – location; Numeracy for interpreting society – data; Numeracy for interpreting society – numerical information.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM687 GENERAL CURRICULUM OPTIONS - INTRODUCTION

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake testing for the Victorian Learner Permit, Vic Roads.

Nominal Hours To be advised

Assessment As per accredited curriculum

VBM688 READING AND WRITING 1

Prerequisite(s) VBM685 – Reading and Writing (Introductory)

Content Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; Reading for knowledge; Reading for public debate.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM689 NUMERACY AND MATHEMATICS 1

Prerequisite(s) VBM686 – Numeracy and Mathematics (Introductory) or equivalent

Content Numeracy for practical purposes – design; Numeracy for practical purposes – measuring; Numeracy for personal organisation – money & time; Numeracy for personal organisation – location; Numeracy for interpreting society – data; Numeracy for interpreting society – numerical information.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM691 READING AND WRITING II

Content The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM692 NUMERACY AND MATHEMATICS

Content Numeracy for practical purposes-design; Numeracy for practical purposes-measuring; Numeracy for personal organisation-location; Numeracy for interpreting society-data; Numeracy for interpreting society-numerical information; Numeracy for knowledge-further study in maths (formulae); Numeracy for knowledge-further study in maths (problem solving).

Nominal Hours 54-100 Hours

Assessment As per accredited curriculum

VBM693 GENERAL CURRICULUM OPTIONS II

Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM694 READING AND WRITING III

Content The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In addition, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM695 NUMERACY AND MATHEMATICS III

Content The curriculum is designed to extend students with a sound knowledge of basic maths who may need extended maths skills either for further study or work. A thematic curriculum approach is used which allows the skills identified in the Numeracy and Mathematics streams to be developed practical exercises.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM696 GENERAL CURRICULUM OPTIONS III

Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBM740 MATHEMATICS 1

Content Basic set notation, formulae and equations, polynomials; Introduction to trigonometry, indices.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM894 LAW OF TORTS

Content Law of Tort; Interference with another person; Negligence; Negligent misrepresentation and nervous shock; Public and private nuisance; Conversion; Liability; No-fault compensation.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM895 LAW OF CONTRACT

Content Nature of contracts; Agreement; Intention to create legal relations; Consideration and estoppel; The terms of a contract and types of contracts; Capacity to contract; Defective contracts lacking consent; Illegal and void contracts; Privity of contract and assignment of contract; Discharge of contract; Remedies for breach of contract.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM896 PROPERTY LAW

Content Property, land holdings and transfer; Real estate holdings; Proving the existence of Estates in Land; The General or Common Law Holding; The Torrens System; Adverse Possession; Estates of Certain Duration; Mortgages; Easements and Covenants.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM897 LAW OF EVIDENCE

Content Concept and nature of evidence; Standard and burden of proof; No case to answer submission; Examination of witnesses; Relevance of evidence; Hearsay evidence; Competence and compellability of witness; Opinion evidence; Evidence of character; Corroboration; Preparation for trial; Evidence Act 1995 (Commonwealth).

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM898 LEGAL PROCESS

Content Sources of Australian Law; Australia's federal system of government; Resolving disputes in the legal system; The trial process; Alternative dispute resolution; Judicial law making; Legislation; Interpretation of legislation; Finding sources of legal information.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM899 COMMERCIAL LAW

Content Partnerships; Bankruptcy; Business and association names and trademarks; The authority of representatives of companies, partnerships, trusts and associations; Franchises.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM900 THE CONVEYANCING PROCESS

Content Revision of the law of Contract; Formality required to achieve a binding contract for the sale of land; Terms commonly implied or 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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM901 FAMILY LAW

Content Legal definition of marriage; Family Law Act and Family Court; Matrimonial Causes Act; Dissolving of a marriage; Custody and guardianship; Spousal maintenance; Child maintenance; Property Law Act in relation to de facto relationships; Family Law Act and Crimes act in relation to orders; Adoption Act; Organisations which help parties in a relationship under stress; Appeals against judges decisions.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM902 LEGAL ASPECTS OF INTERNATIONAL COMMERCE

Content International treaties and conventions; The Law of Agency; Business Enterprises; Representatives Abroad; The Sale of Goods on the Australian Market Place; The resolution of International Trade Disputes and the International Arbitration Act; The Vienna Convention on the International Sales of Goods; The Customs Act, The carriage of goods by sea and air; The Navigation Act, Transport Law.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM903 LAND CONTRACTS

Content Duties of Care owed by the conveyancer; Appropriate contracts for the sale of different land interests; Investigating the vendors title; Land titles office, stamps office and council procedures; Dealing with specific parties to contracts for the sale of land; Competing equitable interests in land.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM904 MORTGAGES, LEASES AND BUILDING CONTRACTS

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.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM905 CONSUMER PROTECTION LAW

Content Need for consumer protection; Obligations of suppliers of goods and services; Liabilities of manufacturers for faulty products; Liabilities of manufacturers for unsafe products; Product safety and product information; Occupational licensing; Consumer credit; Redress for consumer complaints.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM906 PROBATE AND ADMINISTRATION

Content The law relating to wills; Caveats and contesting the validity of a will; The testators Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM907 CIVIL PROCEDURE

Content Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding;

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM908 ADMINISTRATIVE LAW

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

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM909 CRIMINAL LAW

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

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM910 COMPANY AND ASSOCIATIONS LAW

Content Types of companies and development of company law; Incorporation of a company; Capital raising for a company; Regulation of company management; Company takeovers; Schemes of arrangement; Receivership; Voluntary administration; Winding Up; Associations.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM911 RESTRICTIVE TRADE PRACTICES

Content Purpose and development of the Trade Practices Act; Structure and role of the Australian Competition and Consumer Commission; Market, market power and competition; Prohibited contracts, arrangements and understandings; Secondary boycotts; Misuse of market power; Resale price maintenance; Mergers; Exceptions from the Act; Authorisation of certain forms of conduct.

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM912 LAW OF MARKETING

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

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM913 LEGAL RESEARCH METHOD

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

Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBM974 DEVELOP BASIC ILLUMINATED SIGNFACES

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

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VBM975 PRODUCE BASIC COMPUTER AIDED MANUFACTURED SIGNS - VINYL

Content Plan and prepare work; Start up and operate computer; Solve routine operating problems; Clean up.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBM976 PRODUCE A BASIC SIGN

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

Nominal Hours 76 Hours

Assessment As per accredited curriculum

VBM978 SOLVE MATHEMATICAL PROBLEMS IN INDUSTRIAL SITUATIONS

Content This unit provides participants with mathematical knowledge and skills to undertake problem solving in industrial situations.

Nominal Hours 120 Hours

Assessment As per accredited curriculum

VBM979 USE STATISTICS FOR DATA MINING

Content This unit provides participants with the skills and knowledge to undertake a range of statistical techniques, demonstrate statistical thinking and use statistical techniques in industrial situations and the computing industry context.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBM980 DESIGN EXPERIMENTS USING TIME SERIES AND FORECASTING TECHNIQUES

Content This unit provides participants with the skills and knowledge required to use time series, forecasting techniques, sample survey and experimental design techniques in industrial situations and the computing industry.

Required Reading 30 Hours

Assessment As per accredited curriculum

VBM981 MANAGE SIGNAGE CONTRACTS

Content Define a signage contract; Select a signage contract; Administer a contract; Finalise a contract.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM982 CREATE DECORATIVE BACKGROUNDS

Content Plan and prepare work; Prepare application area; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Clean up and store equipment.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBM983 USE AN AIRBRUSH TO CREATE SPECIAL EFFECTS ON SIGNAGE

Content Plan and prepare work; Prepare materials, unit and application area; Set up and test airbrush equipment; Apply paint by spray; Clean up and store equipment.

Nominal Hours 76 Hours

Assessment As per accredited curriculum

VBM984 USE ADVANCED FEATURES OF CAM APPLICATIONS TO PRODUCE SIGNS

Content Plan and prepare work; Manipulate data; Access and use support resources; Configure the computing environment; Present work to client.

Nominal Hours 76 Hours

Assessment As per accredited curriculum

VBM985 BUILDING AND CONSTRUCTION INDUSTRY INDUCTIONS

Content Detail the background and scope of the Australian Building and Construction Industry; Describe the responsibilities of employers and employees in the Building and Construction Industry; Demonstrate OH&S work practices in the building industry; Demonstrate safe workplace maintenance practices; Handle basic hand tools and equipment; Handle materials manually; Read basic plans and drawings.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBM986 WORKPLACE DOCUMENTS AND PLANS

Content Use appropriate terminology related to documents and plans; Use appropriate symbols related to plans and drawings; Recognise key features and scales on plans and drawings; Select appropriate documents and plans representative of construction industry applications; Use plan and drawing techniques for specific applications.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBH987 CAREER STUDIES

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

BM988 WORKPLACE SAFETY

Content Use appropriate terminology related to workplace safety; Minimise the OH&S hazards associated with the trade sector; Apply working principles that ensure responsibility for the safety of self and others; Select appropriate materials to work in the selected trade sector of the building and construction industry; Identify the action that should be taken in an emergency situation; Identify the action that should be taken as the result of an accident.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBM989 BUILDING STRUCTURES

Content Use appropriate technology related to construction activities; Define different components of a building structure; Identify the sequence of major construction activities.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VBM990 LEVELLING

Content Use appropriate terminology related to levelling; Select the correct levelling device for the application; Apply levelling techniques.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VBM991 SAFE HANDLING OF POWER TOOLS

Content Describe applications for portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBM992 INTRODUCTION TO SCAFFOLDING

Content Describe the legal requirements associated with the application, erections and disassembly and use of restricted height scaffolding; Use terminology related to the assembly/disassembly and use of restricted height scaffolding; Describe the assembly/disassembly sequence for restricted height scaffolding; Apply techniques to erect/disassemble restricted height scaffolding.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VBM993 BRICKLAYING HAND TOOLS

Content Recognise hand tools commonly encountered in the bricklaying industry; Use appropriate terminology related to bricklaying hand tools; Describe the applications of different hand tools used in the bricklaying industry; Use the different hand tools encountered in the bricklaying industry.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM994 BRICKLAYING SET OUT, BASE AND VENEER CONSTRUCTION

Content Use terminology related to brickwork set out, base and veneer construction; Describe the brickwork construction sequence; Apply construction techniques to set out, base and veneer construction.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM995 MASONRY BLOCKWORK

Content Use terminology related to masonry blockwork; Describe the masonry blockwork construction sequence; Apply construction techniques to set out and construct masonry blockwork.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBM996 BRICKLAYING CAVITY, PIERS AND WALL CONSTRUCTION

Content Use terminology related to brickwork bonds, solid brickwork, multi thickness walls and piers and walls without square corners; Describe the brickwork construction sequence for solid brickwork, multi thickness walls and piers and walls without square corners; Apply construction techniques to set out and construct solid brickwork, multi thickness walls and piers and walls without square corners.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBM997 CONCRETE TECHNOLOGY

Content Use terminology related to concrete technology; Describe the concrete construction sequence; Apply construction techniques to set out and construct concrete work.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBM998 MULTITHICKNESS WALLS AND OBTUSE ANGLES CONSTRUCTION

Content Use terminology related to segmental and unit paving; Describe the segmental and unit paving construction sequence; Apply construction techniques to set and construct segmental and unit paving.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBM999 CARPENTRY HAND TOOLS

Content Recognise hand tools commonly encountered in the carpentry sector; Use appropriate terminology related to carpentry hand tools; Describe the applications of different hand tools used in the carpentry sector; Use different hand tools encountered in the carpentry sector.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBN001 CARPENTRY POWER TOOLS

Content Describe applications for carpentry specific portable power tools; Observe safety precautions when using electrical power supplies; Use portable power tools safely.

Nominal Hours 64 Hours

Assessment As per accredited curriculum

VBN002 EXCAVATION AND INSTALLING SUPPORTS LESS THAN 1.5M DEPTH

Content Describe the legal requirements associated with the excavation and support of trenches/excavations not exceeding 1.5 m in depth; Use appropriate terminology related to the excavation of trenches/excavations and their support; Select appropriate excavation/shoring systems for specific applications; Apply excavation/shoring techniques.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBNO03 FLOOR AND WALL FRAMING

Content Use appropriate terminology related to building framing; Select appropriate construction materials for building framing; Apply construction techniques to floor framing; Apply construction techniques to wall framing.

Nominal Hours 74 Hours

Assessment As per accredited curriculum

VBNO04 ROOF FRAMING

Content Use appropriate terminology related to roof framing; Identify different forms of roof structure; Select appropriate construction materials for roof framing; Apply construction techniques to roof framing.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO05 INSTALLATION OF WINDOWS AND DOOR FRAMES

Content Use appropriate terminology related to windows and doors; Select appropriate installation materials for fitting windows and doors; Apply installation techniques to windows and doors.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VBNO06 INTERIOR FIXING

Content Use appropriate terminology related to fixing interior wood work; Select appropriate construction materials for interior wood work; Apply construction techniques to interior wood work.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO07 BASIC SETTING OUT

Content Use appropriate terminology related to setting out a site; Select appropriate levelling devices to set out site; Apply construction techniques to setting out site.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBNO08 FORMWORK FOR CONCRETING

Content Use terminology related to erection and stripping of formwork; Select appropriate formwork systems for specific applications; Select appropriate formwork materials for specific applications; Identify the sequence of formwork erection and stripping activities; Apply formwork techniques; Apply concrete techniques.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO09 EXTERNAL CLADDING

Content Use appropriate terminology related to fixing external cladding; Select appropriate cladding materials for specific applications; Identify the sequence of installation of building cladding; Apply building cladding techniques.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

VBNO10 INTRODUCTION TO EXPLOSIVE POWER TOOLS

Content Describe the Australian Standard requirements for using explosive power tools; Use appropriate terminology related to using explosive power tools; Select appropriate explosive power tool for specific applications; Apply explosive power tools techniques.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

VBNO34 OH&S ASPECTS OF DEMOLITION

Content Use appropriate terminology related to demolition; Select appropriate demolition processes; Apply demolition technique.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBNO35 PAINTING AND DECORATING HAND TOOLS

Content Recognise hand tools commonly encountered in the painting and decorating industry; Use appropriate terminology related to painting and decorating hand tools; Describe the applications of different hand tools used in the painting and decorating industry; Use the different hand tools encountered in the painting and decorating industry.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO36 SURFACE PREPARATION

Content Use appropriate terminology related to surface preparation; Select substrate materials; Identify substrate coating surface defects; Apply substrate cleaning processes; Remove surface coating; Use appropriate surface stopping and filling techniques; Use appropriate abrasives to prepare surfaces.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBNO37 PAINT PRINCIPLES

Content Use appropriate terminology related to paint systems; Identify paint ingredients; Describe the paint drying processes; Describe paint film defects.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

VBNO38 PAINT APPLICATION – BRUSH AND ROLLER SKILLS

Content Use appropriate terminology related to paint application; Select appropriate equipment for paint application; Select appropriate surface coatings for the application; Apply surface coatings to substrates.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO39 COLOUR MIXING PRINCIPLES

Content Use appropriate terminology related to colour theory and colour mixing; Select appropriate materials for colour mixing; Select appropriate colours to comply with standards and codes; Apply colour mixing techniques; Apply paint to comply with a specification.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBNO40 TIMBER FINISHING, STAINING AND PRESERVATION PRINCIPLES

Content Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBNO41 PAPER HANGING PRINCIPLES

Content Use appropriate terminology related to paperhanging; Select appropriate surface preparation materials/techniques; Select

appropriate surface pre-treatment materials/techniques; Select appropriate wall covering adhesives; Select appropriate wall covering materials/lining paper; Apply wall covering techniques to prepared surfaces.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

VBN042 SPRAY PAINTING

Content Use appropriate terminology related to spray painting; Identify the OH&S implications of surface coating materials and spray painting equipment; Select appropriate surface coating materials; Select appropriate spraying equipment to apply surface coating materials; Apply surface coating techniques using spraying equipment.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBN043 PROTECTIVE METAL COATINGS

Content Use appropriate terminology related to protective metal coatings; Identify the OH&S implications relating to protective metal coatings; Select appropriate protective metal coating materials; Select appropriate application equipment to apply protective metal coatings; Apply protective metal coating techniques.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBN048 HUMANITIES LECTURE PROGRAM THEORY AND PRACTICUM

Content Identify and discuss the key issues arising from a lecture; Interpret and apply lecture content in relation to a research topic; Identify degree courses offered in Humanities and the application process necessary for entry into these courses; Identify and discuss key concepts and theoretical positions associated with the Humanities

Nominal Hours 36 Hours

Assessment As per accredited curriculum

VBN049 HUMAN BIOLOGY FOR HEALTH SCIENCES

Content Identify the anatomical features and state physiological functions of digestive, cardiovascular and respiratory systems; Participate and observe routine dissection procedures on available mammalian body systems; Define homeostasis including its purpose and role; Use basic medical terminology; Redefine details of cellular structures and processes; State the function of genes and solve simple Mendelian based genetics problems; Work safely and efficiently with common chemicals and laboratory equipment

Nominal Hours 70 Hours

Assessment As per accredited curriculum

VBN050 CHEMISTRY FOR THE LIFE SCIENCES

Content Use the Bohr Rutherford model of an atom to explain the structure of an atom; Use knowledge of periodicity and bonding to define chemical behaviour and physical properties of elements; Identify systematic names and formulae for simple inorganic compounds; Explain acids and bases and the concept of pH; Define and compare the chemical structures and biological functions of carbohydrates, lipids, proteins and nucleic acids; Define solutions, suspensions and colloids and electrolytes; Explain the balance of energy inputs and outputs in the human body.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN097 BRICKLAYING BASIC SKILLS

Content Use terminology related to brickwork; Define basic brick construction principles; Apply construction techniques to construct brickwork.

Nominal Hours 86 Hours

Assessment As per accredited curriculum

VBN098 APPLICATION OF WATER BASED PAINTS

Content Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.

Nominal Hours 70 Hours

Assessment As per accredited curriculum

VBN099 APPLICATION OF OIL BASED PAINTS

Content Use appropriate terminology related to timber finishing, staining and preservation; Select materials appropriate for the preparation of timber surfaces for finishing, staining and preservation; Select appropriate application materials for the finishing, staining and preservation of timber surfaces; Apply finishing, staining and preservation techniques for timber surfaces.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

VBN462 LISTENING (ACCESS I)

Content Recognise greetings and short requests for personal information; Follow short, simple everyday verbal instructions or directions; Respond to a simple request or inquiry; Demonstrate understanding of simple oral texts; Identify simple details in a short, simple creative oral text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN463 SPEAKING (ACCESS I)

Content Exchange greetings and personal information; Give short, simple everyday verbal instructions or directions; Make a simple request or inquiry; Give simple information; Describe a creative work and give a personal opinion.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN464 READING (ACCESS I)

Content Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN465 WRITING (ACCESS I)

Content Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN466 LISTENING (ACCESS II)

Content Demonstrate understanding in simple casual conversation; Follow a set of simple everyday verbal instructions or directions; Demonstrate understanding of a persuasive oral text; Demonstrate understanding of a simple informational oral text; Demonstrate comprehension of a simple creative oral text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN467 SPEAKING (ACCESS II)

Content Participate in simple casual conversation; Give a set of simple everyday; Make requests and respond in short everyday transactions; Give a short talk on a familiar and personal topic; Respond orally to a creative work.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN468 READING (ACCESS II)

Content Read simple personal letters and emails; Follow simple everyday written directions or instructions; Read a range of forms and formatted advisory texts; Read an informational written text; Read a simple creative written text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN469 WRITING (ACCESS II)

Content Write a simple personal letter or email message; Write information from written or oral texts for a range of purposes; Fill out forms for a range of personal and social purposes; Write a short text about a familiar situation, event or personal experience; Write a short imaginative or reflective text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN470 LISTENING (ACCESS III)

Content Demonstrate understanding in casual conversation; Follow a set of verbal instructions for a familiar process or procedure; Demonstrate understanding of a range of everyday transactions; Demonstrate understanding of informational oral texts; Demonstrate understanding of a creative oral text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN471 SPEAKING (ACCESS III)

Content Participate in casual conversation; Give a set of verbal instructions on a familiar process or procedure; Participate in a range of everyday transactions; Give detailed information in a talk; Give a detailed oral response to a creative work.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN472 READING (ACCESS III)

Content Read personal messages in a formal letter or email; Follow a set of written instructions on a familiar process or procedure; Analyse a range of a detailed formatted texts; Read a range of informational written texts; Read a creative written text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN473 WRITING (ACCESS III)

Content Write a personal message in a formal communication; Take notes from oral or written texts for a range of purposes; Complete formatted texts which require some detailed information; Write a descriptive or narrative text; Write an imaginative or reflective text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN474 LISTENING (FURTHER STUDY III)

Content Demonstrate understanding of spoken discourse in a study context; Follow verbal instructions or questions for study tasks; Demonstrate understanding of a formal verbal interaction in a study context; Demonstrate understanding of short oral presentations in a study context; Demonstrate comprehension of informational audio-visual texts; Demonstrate understanding of key language terminology in spoken discourse.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN475 SPEAKING (FURTHER STUDY III)

Content Make verbal requests and suggestions in a study context; Relate instructions or steps in a study related process; Participate in a formal verbal interaction in a study context; Give an oral presentation on a researched topic; Participate in an informal class discussion; Describe orally some features of language structure.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN476 READING (FURTHER STUDY III)

Content Read messages or letters in a study context; Read instructional or advisory texts; Read a range of formatted texts found in the study environment; Read a range of informational texts; Evaluate creative texts; Use language reference texts for study purposes.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN477 WRITING (FURTHER STUDY III)

Content Write a personal message in a study context; Record specific information from written and oral texts; Complete forms relevant to a study context; Write an informational text based on research; Write a reflective text related to further study; Complete language reference writing tasks for study purposes.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN478 LISTENING (EMPLOYMENT III)

Content Demonstrate understanding in casual conversations in a workplace context; Demonstrate understanding in a formal interaction with one or more people; Follow spoken instructions or directions in a workplace context; Demonstrate understanding of information from a spoken text.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBN479 SPEAKING (EMPLOYMENT III)

Content Participate in a casual conversation in a workplace context; Participate in a formal conversation with one or more people; Give spoken instructions or directions in a workplace context; Give information orally to a group.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBN480 READING (EMPLOYMENT III)

Content Read a note or message in a workplace context; Read a formal letter in a workplace context; Follow written instructions for a workplace task; Read a range of workplace documents.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBV481 WRITING (EMPLOYMENT III)

Content Write a note or message in a workplace context; Write a formal letter in a workplace context; Write instructions for a workplace task; Write a text to present information.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBV482 LISTENING (ACCESS IV)

Content Demonstrate critical understanding in a sustained casual conversation; Follow multi step verbal instructions for a complex process or procedure; Demonstrate critical comprehension of complex proposals; Demonstrate critical understanding of extended oral presentations or reports; Demonstrate critical understanding of a sustained creative oral text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBV483 SPEAKING (ACCESS IV)

Content Participate in a sustained casual conversation; Give multi step verbal instructions for a complex process or Procedure; Raise an issue and present a proposal; Give an extended oral presentation; Give a sustained critical oral response to a creative work or works.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBV484 READING (ACCESS IV)

Content Critically read formal letters for a range of community purposes; Critically read multi step complex instructions or advisory texts; Analyse information from a range of complex formatted texts; Critically read a range of extended written presentations or Reports; Critically read an extended creative written text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBV485 WRITING (ACCESS IV)

Content Write a formal communication for personal or social purposes; Reproduce information from complex oral or written texts for personal, social and community purposes; Produce formatted texts for personal, social an; Write an extended text to describe an event, a complex process, or complex ideas; Write detailed imaginative or reflective texts

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBV486 LISTENING (FURTHER STUDY IV)

Content Demonstrate critical understanding of persuasive or advisory oral texts; Follow complex verbal instructions or questions for study tasks; Demonstrate critical understanding of sustained formal interactions in study contexts; Demonstrate critical understanding of extended oral presentations in a study context; Demonstrate critical comprehension of complex audio visual texts; Participate in discussions about metalanguage.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBV487 SPEAKING (FURTHER STUDY IV)

Content Present a proposal or argue a case in a study context; Give complex instructions or description of a complex process or procedure; Participate in a sustained formal group interaction in a study context; Give an extended oral presentation on a researched topic; Participate in a sustained informal interaction on topics of general interest.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBV488 READING (FURTHER STUDY IV)

Content Critically read messages or letters in a study context; Critically follow formal instructions and explanations in instructional or advisory written texts; Analyse information from complex formatted texts commonly found in study contexts; Compare a range of texts related to study tasks; Critically evaluate reflective written texts; Conduct a literature search.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBV489 WRITING (FURTHER STUDY IV)

Content Write a message relevant to a study context; Reproduce information or ideas from a range of sources; Construct formatted documents for study purposes; Produce an extended written text based on research; Produce a reflective written text appropriate to a study context; Produce a reference list according to required conventions.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBV490 LISTENING (EMPLOYMENT IV)

Content Demonstrate critical understanding in an informal discussion in a workplace context; Demonstrate critical understanding in a formal discussion with one or more people; Follow complex verbal instructions in a workplace context; Demonstrate critical understanding of a range of information from an oral presentation.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBV491 SPEAKING (EMPLOYMENT IV)

Content Participate in an informal discussion in a Participate in a formal discussion with one; Give complex spoken instructions in a workplace; Give an oral report or demonstration

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBV492 READING (EMPLOYMENT IV)

Content Critically read an informal message in a workplace context; Critically read formal written workplace communications; Critically read complex written workplace instructions or procedures; Analyse and evaluate a range of complex workplace documents.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBV493 WRITING (EMPLOYMENT IV)

Content Write an informal message in a workplace context; Write a formal workplace text; Write instructions for a range of workplace purposes; Write a report or a brief.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBV494 LISTENING (PROFESSIONAL IV)

Content Demonstrate critical understanding in formal and informal discussions with another person in a work context; Demonstrate critical understanding of an oral presentation on a topic related to the profession; Demonstrate critical understanding of verbal accounts related to the profession; Respond to instructions and questions relating to grammatical structure and features.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBV495 SPEAKING (PROFESSIONAL IV)

Content Participate in formal and informal discussions with another person in a work context; Give an oral report in a professional

context; Describe a range of conditions related to the profession; Apply knowledge of discourse and language use in relation to written and oral texts.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN496 READING (PROFESSIONAL IV)

Content Critically read formal letters in a professional context; Critically read complex documents related to the profession; Critically read descriptive texts related to the profession; Critically read language and discourse analysis of written and spoken texts.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN497 WRITING (PROFESSIONAL IV)

Content Write formal letters for professional purposes; Write complex prose based on a detailed text; Write descriptive texts in a professional context; Edit a written text.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

VBN498 LANGUAGE OF COMPUTERS

Content Use correct computer terminology; Describe items on the computer desktop; Perform a simple computer task; Complete computer-based language learning activities; Describe common computer related problems and seek assistance to solve them.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN499 ONLINE LANGUAGE LEARNING

Content Locate information for a range of purposes on the internet; Complete online language learning activities; Communicate using simple email messages.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN500 PRACTICAL PLACEMENT

Content Plan practical placement; Negotiate practical placement arrangements; Communicate in the workplace; Participate as a member of the workplace under supervision; Evaluate own performance in a work experience program.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

VBN501 LOCAL ORIENTATION

Content Locate self in the local area; Use the local transport system; Investigate community services in the local area; Investigate recreation options in the local area.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN502 AUSTRALIAN ENVIRONMENT

Content Describe the Australia's physical features and climate; Compare Australia's physical features and climate with those of another country; Describe an environmental issue of significance in Australia; Investigate an environmental issue of local importance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN503 AUSTRALIAN GOVERNMENT

Content Describe the system of government in Australia; Describe the election process in Australia; Describe the rights and responsibilities of residents and citizens of Australia.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN504 AUSTRALIAN LAW

Content Describe the features of the Australian legal system; Describe the process of accessing legal representation.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN505 DRIVING IN AUSTRALIA

Content Describe the requirements for driving in Australia; Use a map or street directory for a range of purposes; Describe the process of buying a car.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN506 EDUCATION IN AUSTRALIA

Content Describe the organisational features of the education system in your state; Describe the cultural features of the Australian education system.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN507 HEALTH AND MEDICINE

Content Describe a range of factors in relation to personal health; Describe common household medicines and health equipment and their uses; Describe the purpose and use of a Medicare card; Describe appropriate action in the event of a medical emergency.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN508 AUSTRALIAN ART AND CULTURE

Content Describe the features of one of the visual arts in Australia; Investigate concepts of Australian identity and culture; Investigate a local example of Australian art or culture; Describe the features of an Australian film.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN509 INDIGENOUS AUSTRALIA

Content Describe Indigenous Australia prior to European invasion; Describe the role of European settlers and Indigenous Australians in the 18th and 19th centuries; Describe the key features of Indigenous Australian history during the 20th century; Investigate a key issue in present day Indigenous Australia.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN510 AUSTRALIAN HISTORY

Content Describe coastal exploration of Australia prior to 1788; Describe the role of convicts in the European settlement of Australia; Describe the key features of a particular period or event in Australia; Describe the reasons for immigration to Australia and the impact on Australia's development.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN511 CURRENT AFFAIRS

Content Describe a current issue of significance in Australia; Describe a current issue of international significance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

VBN512 VOCATIONAL ELECTIVE

Content Execute tasks in accordance with safe working practices and procedures; Demonstrate a range of vocational tasks.

Nominal Hours 75 Hours

Assessment As per accredited curriculum

VBS633 DRAWING FOR ILLUSTRATIONS

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to draw using specialised tools and equipment for illustration.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS633 DRAWING FOR ILLUSTRATIONS

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to draw using specialised tools and equipment for illustration.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS635 OCCUPATIONAL HEALTH AND SAFETY

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to identify, assess and control chemical, physical, psychological and biological hazards in the working environment.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBS636 BUSINESS PRACTICES

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to start or run a small business relevant to the art/design industry.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBS637 FOCUS ON INDUSTRY

Content The purpose of this module is to allow participants to identify careers and pathways in industry through research, placement and/or visiting specialists.

Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBS638 DESIGN PRINCIPLES AND ELEMENTS

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to resolve visual communication problems through the application of design principles and elements.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS639 CONTEMPORARY ART AND/OR DESIGN

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse contemporary art and/or design movements/directions including public art, hybrid art, multimedia and computer generated art.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS640 COMPUTER AIDED DESIGN

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to operate desktop publishing programs and produce electronic graphics and layout design.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS641 DRAWING

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to create sketches

and drawings both from observation and through the process of conceptualisation.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS642 LIFE DRAWING

Content Use a range of drawing methods and selected materials to draw the human figure from observation within specified pose times, translating structure and preparation into an expressive form on a 2D drawing surface.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS643 PHOTOGRAPHY

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use either traditional or electronic photographic methods for image manipulation and reproduction.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS644 DRAWING LEVEL 2

Prerequisite(s) VBS641 Drawing.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use drawings and sketches to represent imagery, to express idea and to explore themes.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS645 DRAWING LEVEL 3

Prerequisite(s) VBS644 Drawing Level 2.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend their knowledge of drawing and drawing mediums and techniques and to apply these concepts to a major area of study.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS646 DRAWING LEVEL 4

Prerequisite(s) VBS644 Drawing Level 2, VBS645 Drawing Level 3.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to extend, utilise and interpret their knowledge of drawing and drawing practices in the production of a series of works which reflect and reinforce a major area of study, and which display a degree of personal philosophy or style.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS647 LIFE DRAWING LEVEL 2

Prerequisite(s) VBS642 Life Drawing (Generic).

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to incorporate new information and skills in the production of life drawings. To employ a diverse range of figure model poses and time spans to produce a folio of life drawing.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS648 ART BUSINESS LEVEL 2

Prerequisite(s) VBS636 Business Practices.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply sound business practice within the legal responsibilities of self employed art practitioner.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS649 ART BUSINESS LEVEL 3

Prerequisite(s) VBS636 Business Practices, VBS648 Art Business Level 2.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify the policies and philosophies of potential clients including, commercial galleries, commissioning agencies and art and craft management committees.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS650 CONTEMPORARY ART STUDIES LEVEL 2

Prerequisite(s) VBS639 Contemporary Art Studies.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse contemporary art and/or design works in relation to their underlying philosophies.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS651 CONTEMPORARY ART STUDIES LEVEL 3

Prerequisite(s) VBS639 Contemporary Art Studies Level 1, VBS650 Contemporary Art Studies Level 2, VBS653 Context and Culture Level 3.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse in detail the influence of specific prominent philosophical concerns upon contemporary art and design.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS652 CONTEXT AND CULTURE LEVEL 2

Prerequisite(s) VBS656 Context and Culture Level 1.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify and analyse diverse cultures/sub-cultures and their relationship to the arts. A visiting artists program is an essential aspect of this study.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS653 CONTEXT AND CULTURE LEVEL 3

Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to analyse philosophical theory and its relationship to art production.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS654 CONTEXT AND CULTURE LEVEL 4

Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2, VBS653 Context and Culture Level 3

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to evaluate their own work in terms of aesthetics, social context and philosophical foundations. Students are also required to prepare for an exhibition of their work.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS655 STUDIO AND MATERIALS STUDIES

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to develop a range of approaches using differing methods, materials and techniques to artistic problems.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS656 CONTEXT AND CULTURE LEVEL 1

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to identify and analyse sociological subject matter and its impact on the production of art.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS657 PAINTING LEVEL 1

Prerequisite(s) VBS635 Occupational Health and Safety.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to introduce production of paintings.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS658 PAINTING LEVEL 2

Prerequisite(s) VBS635 Occupational Health and Safety, VBS657 Painting Level 1.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to encourage the development of a personal philosophy in regard to painting.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS659 PAINTING MINOR STUDY 1

Prerequisite(s) VBS635 Occupational Health and Safety, VBS657 Painting Level 1, VBS658 Painting Level 2.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply a knowledge of materials and methods in regard to the production of paintings.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS660 PAINTING MINOR STUDY 2

Prerequisite(s) VBS635 Occupational Health and Safety, VBS659 Painting Minor Study 1.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply a knowledge of materials and methods in regard to the production of paintings.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS661 PAINTING MAJOR STUDY 1

Prerequisite(s) VBS657 Painting Level 1, VBS658 Painting Level 2.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to apply and develop a knowledge of materials and methods in regard to the production of paintings.

Nominal Hours 144 Hours

Assessment As per accredited curriculum

VBS662 PAINTING MAJOR STUDY 2

Prerequisite(s) VBS661 Painting Major Study 1 or equivalent.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to initiate, plan and execute paintings which are a vehicle for personal expression.

Nominal Hours 144 Hours

Assessment As per accredited curriculum

VBS663 PRINTMAKING LEVEL 1

Prerequisite(s) VBS635 Occupational Health and Safety

Content The purpose of this module is to provide the participants with a theoretical and practical introduction to printmaking methods and techniques, providing a basis for the development of ideas and concepts in printed imagery.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS664 PRINTMAKING LEVEL 2

Prerequisite(s)

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to explore printmaking techniques and materials as a means of expressing ideas and concepts in printed imagery.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS688 ELECTRONIC DESIGN LEVEL 1

Prerequisite(s) VBS640 Computer Aided Design

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use relevant industry standard software and hardware for the creation and manipulation of images and illustration.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS689 ELECTRONIC DESIGN LEVEL 2

Prerequisite(s) VBS640 Computer Aided Design; VBS688 Electronic Design Level 1

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to: use industry standard 2D software and hardware for graphic production; create and manipulate images and illustration for the presentation of visual information which will lead to satisfactory design solutions.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS744 DESIGN PROCESS LEVEL 1

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to conceptualise, source and develop designs and imagery by applying creative, analytical and problem solving approaches to design problems.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS746 REPROGRAPHICS AND PREPRESS LEVEL 1

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use industry standard software to prepare designs to prepress stage ready for printing.

Nominal Hours 128 Hours

Assessment As per accredited curriculum

VBS747 REPROGRAPHICS AND PREPRESS LEVEL 2

Prerequisite(s) VBS746 Reprographics and Prepress level 1

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use industry standard software to prepare designs to prepress stage ready for printing.

Nominal Hours 128 Hours

Assessment As per accredited curriculum

VBS748 FINISHED ART LEVEL 1

Prerequisite(s) VBS643 Photography, VBS755 Typography.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to use hand tools and appropriate software to produce camera print/print ready commercial artwork of simple one and two colour design.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBS749 FINISHED ART LEVEL 2

Prerequisite(s) VBS748 Finished Art level 1.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to produce manual and computer finished art from a designer's brief or rough on time and within budget.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBS750 FINISHED ART LEVEL 3

Prerequisite(s) VBS749 Finished Art Level 2.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to create initial design concepts and produce artwork to finished art stage.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBS752 TECHNICAL COLOUR APPLICATIONS

Content The purpose of this module is to provide the participants with the skills, knowledge and understanding required to prepare finished art for electronic reproduction using four colour film proofing, PMS colour matching, coated and uncoated colours.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS753 TECHNICAL ILLUSTRATION

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to develop technical illustrations in response to design briefs using a range of methods and projections capable of electronic reproduction to meet design brief requirements.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBS754 COMMERCIAL PRODUCT ILLUSTRATION

Prerequisite(s) VBS744 Design Process 1, Drawing for Illustration, VBS753 Technical Illustration, VBS745 Electronic Design.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to create illustrations capable of being electronically reproduced for commercial products to meet a design brief.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

VBS755 TYPOGRAPHY LEVEL 1

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to construct type for a range of design applications.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBS756 TYPOGRAPHY LEVEL 2

Prerequisite(s) VBS755 Typography Level 1.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to respond to complex briefs with typographic solutions.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

VBS757 EXTENDED PRACTICAL PLACEMENT

Prerequisite(s) VBS635 Occupational Health and Safety.

Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to work in an assistant capacity in graphic art studio/s with real industry brief to meet agreed expectations of employer for the completion of workplace projects.

Nominal Hours 224 Hours

Assessment As per accredited curriculum

VBS758 HISTORY OF DESIGN

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to research the historical concepts and developments of design.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS759 DESIGN PROCESS LEVEL 2

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design and imagery by applying creative, analytical and problem solving approaches to design problems in response to a brief.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS760 DESIGN PROCESS LEVEL 3

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design to complete a complex industry design brief.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS761 3D STUDIES

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to apply creative, analytical problem solving approaches to design problems by constructing three dimensional objects.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS762 DESIGN FOR NEW MEDIA

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to design for new media.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS763 VOCATIONAL STUDIES

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to meet agreed expectations for the completion of industry project, brief involving industry based project, consultation and/or research.

Nominal Hours 96 Hours

Assessment As per accredited curriculum

VBS764 CRITICAL ANALYSIS

Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to critically analyse designs using industry standard terminology, concepts, theories and analytical processes.

Nominal Hours 48 Hours

Assessment As per accredited curriculum

WFSABO101A PROCESS FUNERAL SERVICES INDUSTRY DOCUMENTATION

Content Complete and check documentation; Submit, store and dispose of documentation.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSBCR310A PERFORM GRAVE PROBES

Content Identify gravesite; Undertake probe; Determine gravesite vacancy status.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WFSBCR311A PREPARE FOR GRAVEDIGGING

Content Determine gravedigging requirements; Prepare for digging.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WFSBCR312A PERFORM MANUAL GRAVEDIGGING

Content Conduct manual grave excavation and shoring; Minimise risk of grave collapse; Clean up and make safe open gravesite.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSCCR101A COMMUNICATE APPROPRIATELY WITH COLLEAGUES AND CLIENTS

Content Demonstrate appropriate communication techniques; Demonstrate effective verbal communication; Demonstrate effective telephone communication; Demonstrate effective written communication.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WFSCCR102A DEAL WITH GRIEF AND TRAUMA

Content Interact with grieving clients; Provide support for colleagues in grief situations; Deal with personal grief.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSCCR201A PROVIDE SERVICE TO CUSTOMERS

Content Deal with customer enquiries; Handle customer feedback and complaints; Exercise judgement to resolve issues.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSPCS101A WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY

Content Develop professional knowledge and skills; Identify and comply with workplace requirements; Manage daily work activities; Work effectively with others.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WFSPCS102A CARRY OUT GENERAL OHS PROCEDURES

Content Follow workplace safety, security and emergency procedures; Perform safe manual handling; Implement strategies to prevent infection and contamination in the workplace; Utilise strategies to prevent workload overload; Carry out general housekeeping; Comply with documentation and reporting requirements.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WFSTVM201A CARRY OUT WORKPLACE MEASUREMENTS AND CALCULATIONS

Content Select measuring equipment and calculation method; Interpret graphical representations of mathematical information; Carry out measurements and calculations; Prepare estimates.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSPMG301A COORDINATE TEAM

Content Facilitate team development; Motivate and build the team; Facilitate and develop team performance; Coach on the job.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WFSPMG401A SUPERVISE STAFF

Content Organise and monitor staffing levels and workload; Monitor and maintain effective individual and team performance; Identify and develop individual employee potential; Maintain staffing records.

Nominal Hours 35 Hours

Assessment As per accredited curriculum

WRB02A WORK EFFECTIVELY IN A SALON/STORE ENVIRONMENT

Content Professional behaviour and communication in salon/store; Staff rights and responsibilities in salon/stores environment.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRB03A APPLY SAFE WORKING PRACTICES

Content Observe basic safety procedures; Observe emergency procedures; Comply with health and hygiene regulations; Apply First Aid procedures.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB03A-A INFECTION CONTROL

Content Causative agents of disease and disease transmission; Interpretation and implementation of Health Regulations; human body defences against microorganisms; Safe practices management of electrical and other equipment as well as chemicals in the salon; Potential hazards in the salon; fire, evacuation and other emergency procedures; Procedure for reporting accidents/incidents/emergencies; Manual handling, OH&S arrangements and safe lifting practices.

Nominal Hours 32 Hours

Assessment As per accredited curriculum

WRB03A-B FIRST AID

Content Level 1 first aid plus some additional first aid procedures.

Nominal Hours 8 Hours

Assessment As per accredited curriculum

WRB04A PERFORM SALON/STORE CLEANING DUTIES

Content Personal hygiene, tidiness and cleanliness of the workplace; Disposal of waste and hazardous materials; Care of furniture, tools and equipment; Stock control.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRB05A MERCHANDISE BEAUTY PRODUCTS

Content Arrangement and presentation of product displays; Setting up and maintenance of displays and checking, maintaining and labeling or pricing stock.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRB06A SELL BEAUTY PRODUCTS

Content Use of sales techniques; Key selling skills from approaching the client to closing the sale.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRB07A CONDUCT FINANCIAL TRANSACTIONS

Content Operations at the point of sale area; Procedures for use of point of sale equipment for maintaining a cash float, reconciling takings and for completing a sales transaction.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRB08A PROVIDE SERVICE TO CLIENTS

Content Receiving clients in a professional, courteous manner; Making appointments; Recording client's details; Responding to client complaints; Identify client's special needs and requirements.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRB09A PERFORM STOCK CONTROL PROCEDURES

Content Receive and process incoming goods, Rotate stock, Participate in stocktake, Reorder stock, Dispatch goods.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRB10A MINIMISE THEFT

Content Apply routine salon/store security, Minimise theft.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRB11A OPERATE RETAIL EQUIPMENT

Content Maintain retail equipment, Apply keyboard skills, Operate data entry equipment.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRB12A DEMONSTRATE RETAIL SKIN CARE PRODUCTS

Content Prepare client for skin cleansing, Cleanse face, Apply skin care products, Advise on further product use.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRB13A ADVISE ON BEAUTY SERVICES

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content Develop product knowledge; Identify and recommend products and services.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRB14A PIERCE EARS

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content Ear piercing in accordance with health regulations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRB15A PROVIDE LASH AND BROW TREATMENTS

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content Eyelash and eyebrow tinting treatments; Eyelash extensions; eyebrow shaping.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRB16A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS

Content Prepare client for service; Perform waxing treatments; Perform bleaching treatments; Provide aftercare advice.

Nominal Hours 100 Hours

Assessment As per accredited curriculum

WRB16A-A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content Analysis of unwanted hair characteristics for temporary removal and/or camouflage treatment; Facial and body waxing using hot and strip; Bleaching to camouflage hair; After-care treatments; Advice on further service and treatments; sequential treatments/services.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

WRB16A-B SKIN BIOLOGY

Content The appearance, gross anatomy and microscopic anatomy of the skin; The effects of beauty treatments on the hair and nails.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRB17A PROVIDE MANICARE AND PEDICARE SERVICE

Content Prepare client for manicure/pedicure service; Perform a basic manicure/pedicure service; Provide aftercare advice.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB18A APPLY NAIL ENHANCEMENT

Content Apply, refill and remove artificial nails; Sequential services.

Nominal Hours 45 Hours

Assessment As per accredited curriculum

WRB19A USE ELECTRICAL EQUIPMENT FOR NAILS

Content Use of electrical equipment for nail decoration and artificial nail application services.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB20A APPLY NAIL ART

Content Decorative techniques for nails.

Nominal Hours 15 Hours

Assessment As per accredited curriculum

WRB21A DESIGN AND APPLY MAKE UP

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content Design and colour concepts; Client characteristics; Make-up for domestic street wear, business, pleasure, social, time of day and special occasions.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB22A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.

Content Design and apply suitable make-up techniques for photography.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRB23A DESIGN AND APPLY REMEDIAL CAMOUFLAGE

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.

Content Camouflage make-up including make-up for tattoos, birthmarks, scars, varicose veins.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRB24A ASSESS CLIENT'S TREATMENT NEEDS

Content Determine clients' requirements; Analyse client characteristics; Identify contraindications/precautions; Determine treatment plan.

Nominal Hours 153 Hours

Assessment As per accredited curriculum

WRB24A-A1 ANATOMY AND PHYSIOLOGY A

Content The various levels of organisation of the human body; Tissue types; The nervous, muscular, skeletal, digestive, excretory, respiratory and circulatory systems; The role of hormones in the body.

Nominal Hours 41 Hours

Assessment As per accredited curriculum

WRB24A-A2 NUTRITION

Content Healthy food choices; Recommended dietary intake; Absorption and role of major nutrients; The application of dietary principles in everyday situations.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRB24A-B.1 SKIN

Content Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.

Nominal Hours 42 Hours

Assessment As per accredited curriculum

WRB24A-B.2 ANATOMY AND PHYSIOLOGY B

Content The various levels of organisation of the human body; Tissue types; The nervous, muscular, skeletal, digestive, excretory, respiratory and circulatory systems; The role of hormones in the body.

Nominal Hours 41 Hours

Assessment As per accredited curriculum

WRB24A-C ASSESSMENT DURING FACIAL TREATMENTS

Content Integration of underpinning knowledge into the facial practical unit.

Nominal Hours 9 Hours

Assessment As per accredited curriculum

WRB25A PROVIDE FACIAL TREATMENTS

Content Prepare client for facial treatment; Assess client requirements; Prepare face; Perform massage; Apply skin care products; Advise on further treatments.

Nominal Hours 152 Hours

Assessment As per accredited curriculum

WRB25A-A PROVIDE FACIAL TREATMENTS

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs.

Content Manual facial techniques including cleansing, exfoliating, steaming, extractions, facial massage, mask therapy; Design of treatment programs; Contraindications; Advice to clients on further treatments.

Nominal Hours 122 Hours

Assessment As per accredited curriculum

WRB25A-B SKIN DISORDERS

Content Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRB26A PROVIDE ADVANCED FACIAL TREATMENTS

Content Prepare client and work area for facial treatment; Assess client requirements; Prepare face; Treat prematurely aged skin; Treat red, flushed skin (Erythema); Treat mature seborrhoea and/or acne; Advise on further treatments.

Nominal Hours 145 Hours

Assessment As per accredited curriculum

WRB26A-A ADVANCED FACIALS

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs, WRB25A Provide Facial Treatments.

Content Assess client's requirements for machine facial treatments; Physiological effects and practical use of brush, galvanic, vapozone, high frequency treatments; Manual lymph drainage; Design and perform appropriate treatments on problem and mature skins using manual and machine treatments; Treat red, flushed skin (erythema); Contraindications; Advice to clients on further treatments.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

WRB26A-B COSMETIC CHEMISTRY

Content The function, formation and behaviour of important skin chemicals; Process of percutaneous skin absorption and transepidermal water loss; Toxic effect of various substances on the skin; Chemical concepts and their relationship to cosmetic products and skin treatments; Chemical formulations of products; Action of liposomes on skin; Tanning preparations and sunscreens; New developments in cosmetic products.

Nominal Hours 41 Hours

Assessment As per accredited curriculum

WRB26A-C BASIC ELECTRICITY

Content Understanding the fundamentals behind static and current electricity as used in the salon and on the body; direct (galvanic) treatments; Alternating and direct currents for muscle and nerve stimulation; Alternating current for muscle heating and high frequency treatments; Ultra-violet and infrared radiation; Laser treatments; Safe practice and management with electrical equipment.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRB27A PROVIDE BODY TREATMENTS

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs.

Content Assess client's requirements; Relaxation body massage; Designing and performing a massage including machine massage treatments as required; Neuromuscular electronic stimulation; Contraindications; Post massage advice.

Nominal Hours 116 Hours

Assessment As per accredited curriculum

WRB28A PROVIDE AESTHETIC AROMATHERAPY MASSAGE

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A

Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs, WRB25A Provide Facial Treatments, WRB27A Provide Body Treatments

Content Assess client's requirements; Design and perform aesthetic aromatherapy massage; Provide after care advice.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

WRB29A PROVIDE PERMANENT EPILATION

Content Consult with and assess client for service; Prepare client for permanent epilation service; Perform permanent hair removal patch test; Perform permanent hair removal; Provide after care advice.

Nominal Hours 160 Hours

Assessment As per accredited curriculum

WRB29A-A PROVIDE PERMANENT EPILATION A

Content Assess client's requirements; Understanding of contraindications and indications for treatment; Technical skills to perform permanent hair removal of body and facial hair; Advice to clients; Provide after care advice.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

WRB29A-B PROVIDE PERMANENT EPILATION B

Content Assess client's requirements; Understanding of contraindications and indications for treatment; Technical skills to perform permanent hair removal of body and facial hair; Advice to clients; Provide after care advice.

Nominal Hours 80 Hours each

Assessment As per accredited curriculum

WRB32A CO-ORDINATE WORK TEAMS

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content Monitoring, coaching and motivation of other staff; Creating an environment in which teams are motivated.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRB40A PROVIDE A SAFE WORKING ENVIRONMENT

Content Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain policies to deal with hazardous events; Organise staff training; Establish and maintain record system; Evaluate policies and procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRH01A MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT

Content This unit incorporates the Australian safe guidelines and basic First Aid procedures, in encompasses competencies necessary to maintain a safe workplace for staff, clients and others. It also involves the application of health regulations, including personal hygiene practised by staff members, provision of a caring client environment and the efficient operation of a salon.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRH02A COMMUNICATE IN THE WORKPLACE

Content This unit encompasses those competencies required to follow routine instructions, participate in workgroup and teams, apply professional ethics, support the organisation and receive and refer client complaints.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRH03A RECEIVE AND DIRECT CLIENTS

Content This unit encompasses those competencies required in the reception area of the salon, including receiving clients and answering the telephone.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRH04A PREPARE CLIENTS FOR SALON SERVICES

Content This unit encompasses the preparation of clients for a range of salon services.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WRH05A CO-ORDINATE SALON TASKS

Content This unit encompasses those competencies required for effective co-ordination of tasks, giving routine instructions and the promotion of the organisation.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WRH06A REMOVE CHEMICALS FROM HAIR

Content This unit relates to those competencies required to complete the rinsing and neutralising process of permanent wave and chemical relaxation treatments and to remove colour chemicals from hair.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRH07A SCHEDULE AND CHECK-OUT CLIENTS

Content This unit relates to those competencies required to provide full receptionists services, schedule clients, process payments, complete client details and implement stock control procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRH09A CONSULT WITH CLIENTS AND DIAGNOSE SCALP AND HAIR CONDITIONS

Content This unit relates to those competencies required to consult the clients for the whole range of hairdressing services.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WRH10A TREAT HAIR AND SCALP

Content This unit describes those competencies required to treat a range of hair and scalp conditions.

Nominal Hours 10 Hours

Assessment As per accredited curriculum

WRH11A CUT HAIR

Content This unit encompasses those competencies which are used in providing a wide range of haircut looks and beard designs.

Nominal Hours 170 Hours

Assessment As per accredited curriculum

WRH12A DRESS (STYLE) HAIR

Content This unit encompasses those competencies required to perform a range of classic and current commercial hairstyles and finishes using a wide variety of techniques.

Nominal Hours 135 Hours

Assessment As per accredited curriculum

WRH13A PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES

Content This unit encompasses those competencies which are required to perform a range of permanent wave and chemical relaxation techniques for a wide variety of classic and current fashion looks.

Nominal Hours 90 Hours

Assessment As per accredited curriculum

WRH14A COLOUR HAIR

Content This unit encompasses those competencies which are required to perform temporary, semi permanent and permanent colour and lightening services on clients.

Nominal Hours 115 Hours

Assessment As per accredited curriculum

WRH15A CO-ORDINATE SALON TEAM

Content This unit encompasses those competencies required for effective co-ordination and communication in the workplace and resolution of client complaints.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRH16A PROVIDE SPECIALIST HAIR DESIGN SERVICES

Content This unit encompasses those competencies which are required to produce high fashion and current hair designs and may include the use and application of combinations of hair cutting, colour, permanent wave and finishing techniques. It requires a need for skill in professional hair design advised to clients.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

WRH17A PROVIDE SPECIALIST HAIR COLOUR SERVICES

Content This unit encompasses those competencies required to perform specialist colour services to clients. Services incorporate a combination of techniques to produce a high fashion result.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRH18A PROVIDE SPECIALIST HAIRSTYLING SERVICES

Content This unit encompasses those competencies required to perform specialist hairstyling services to clients. Services incorporate a combination of techniques including braiding, long hair, advanced roller and curl control and air drying to produce high fashion and current results.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRH22A PERFORM A FACE SHAVE

Content This unit encompasses those competencies which are required to perform face shaving on male clients.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRH34A SUPERVISE STAFF AND THE SALON

Content This unit encompasses those competencies which are required to provide day to day supervision of workers and the salon.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRH35A MAINTAIN CUSTOMER RELATIONS

Content This unit encompasses the development and implementation of strategies to meet the requirements of existing customers and identifying potential new customers, products and services which may expand business opportunities.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCA1B OPERATE RETAIL EQUIPMENT

Content Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRCA2B APPLY RETAIL OFFICE PROCEDURES

Content Process incoming and outgoing mail; Process bulk mail; Operate office equipment; File and retrieve documents; Establish contact with internal and external customers; Prepare simple correspondence.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRCA3B APPLY RETAIL OFFICE KEYBOARD SKILLS

Content Open file; Edit information; Exit file; Procedure document from written text.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCA4B CO-ORDINATE RETAIL OFFICE

Content Maintain office procedures; Process data in response to information requests; Compose reports/correspondence; Maintain existing recording and filing systems; Maintain computer storage media; Maintain computer filing system.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCA5B OPERATE RETAIL INFORMATION TECHNOLOGY SYSTEMS

Content Use store information technology system; Edit/update information; Solve problems.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCS1B COMMUNICATE IN THE WORKPLACE

Content Establish contact with customers; Process information; Work in a team; Maintain personal presentation; Follow routine instructions; Read and interpret retail documents; Use numbers in the workplace.

Nominal Hours 50-63 Hours

Assessment As per accredited curriculum

WRRCS2B APPLY POINT OF SALE HANDLING PROCEDURES

Content Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRCS3B INTERACT WITH CUSTOMERS

Content Deliver service to customers; Respond to customer complaints; Receive and process sales orders; Identify customers' special requirements.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRCS4B CO-ORDINATE INTERACTION WITH CUSTOMERS

Content Implement customer service standards; Implement store policy regarding customer complaints; Communicate with management; Lead customer service team.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRER1B WORK EFFECTIVELY IN A RETAIL ENVIRONMENT

Content Act responsibly; Act in a non-discriminatory manner; Identify the Awards/Agreement.

Nominal Hours 40-42 Hours

Assessment As per accredited curriculum

WRRER2B CO-ORDINATE WORK TEAMS

Content Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRER3B MAINTAIN EMPLOYEE RELATIONS

Content Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRF1B BALANCE REGISTER/TERMINAL

Content Remove takings from register/terminal; Reconcile takings.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRF2B PERFORM RETAIL FINANCE DUTIES

Content Process Petty Cash Transactions; Prepare Banking Documents; Process Non-Cash Transactions; Reconcile Invoices for Payment to Creditors; Prepare Invoices for Debtors.

Nominal Hours 27 Hours

Assessment As per accredited curriculum

WRRF3B PRODUCE FINANCIAL REPORTS

Content Enter payment summaries into journals; Reconcile accounts to balance; Prepare bank reconciliation's; Receive and document payment/takings; Dispatch statements to debtors and follow up outstanding accounts; Dispatch payment to creditors; Prepare financial reports.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRF4B PREPARE PAYROLL

Content Prepare payroll data; Process payments of wages and salaries; Administrator salary and wages records.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRFM1B MERCHANDISE FOOD PRODUCTS

Content Prepare food stock; Place and arrange food stock; Prepare display labels and tickets; Maintain food display; Protect food stock.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFM2B PACK AND DISPLAY MEAT PRODUCTS

Content Prepare meat products; Wrap and package meat products; Lay out products; Prepare display labels/tickets; Place, arrange and display price tickets/labels; Maintain meat displays; Protect meat products.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFM3B PREPARE AND DISPLAY FAST FOOD ITEMS

Content Prepare fast food items; Present food/menu items; Prepare display labels/tickets; Place, arrange and display price labels/tickets; Maintain food displays; Protect food/menu items.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFM5B PREPARE AND DISPLAY BAKERY PRODUCTS

Content Prepare bakery products; Place and arrange bakery products; Prepare display labels/ tickets; Place, arrange and display price tickets/labels; Maintain bakery product displays; Protect bakery products.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFM6B PREPARE AND DISPLAY FRESH, FROZEN AND LIVE SEAFOOD PRODUCTS

Content Prepare seafood products; Set up and maintain seafood product display; Prepare, place and arrange price tickets/labels; Maintain seafood product displays; Protect seafood products; Pack up and clean display area.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFS1B ADVISE ON FOOD PRODUCTS AND SERVICES

Content Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.

Nominal Hours 24 Hours

Assessment As per accredited curriculum

WRRFS2B ADVISE ON MEAT PRODUCTS

Content Develop product knowledge; Identify meat products; Recommend meat products; Advise on meat services.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRFS3B ADVISE ON FAST FOOD PRODUCTS

Content Identify product range and develop product knowledge; Recommend fast food products; Advise on fast food services.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRFS4B RECOMMEND LIQUOR PRODUCTS

Content Research store liquor range; Recommend liquor products; Adhere to liquor licensing requirement.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRFS5B ADVISE ON BAKERY PRODUCTS

Content Develop product knowledge; Identify bakery products; Recommend bakery products; Advise on bakery services.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRFS6B ADVISE ON SEAFOOD PRODUCTS

Content Develop product knowledge; Identify seafood products; Recommend seafood products.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRR11B PERFORM STOCK CONTROL PROCEDURES

Content Receive and process incoming goods; Rotate stock; Participate in stock take; Reorder stock; Dispatch goods.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRR14B BUY MERCHANDISE

Content Analyse market; Plan product range; Establish supplier relations; Negotiate supply of goods; Introduce product range; Maximise profit; Rationalise stock.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRR15A MAINTAIN AND ORDER STOCK

Content Monitor receipt and dispatch of goods; Maintain stock records; Coordinate stocktake/cyclical count; Identify stock losses; Process order; Follow up order.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRINF1B ANALYSE AND COMMUNICATE INFORMATION

Content Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

WRRLP1B APPLY SAFE WORKING PRACTICES

Content Observe basic safety procedures; Observe emergency procedures.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRLP2A MINIMISE THEFT

Content Apply routine store security; Minimise theft.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRLP2B MINIMISE THEFT

Content Apply routine store security; Minimise theft.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRRLP3A MAINTAIN STORE SAFETY

Content Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRLP3B MAINTAIN STORE SAFETY

Content Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRLP4B MAINTAIN STORE SECURITY

Content Monitor and maintain store security.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRLP5A APPLY STORE SECURITY SYSTEMS AND PROCEDURES

Content Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRLP5B APPLY STORE SECURITY SYSTEMS AND PROCEDURES

Content Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRLP.6B APPLY RETAIL FOOD SAFETY PRACTICES

Content Apply personal hygiene and sanitation; Identify food safety plan/program; Handle product hygienically; Clean work area and equipment; Monitor food safety; Contribute to continuous improvement.

Nominal Hours 12 Hours

Assessment As per accredited curriculum

WRRLP6C APPLY RETAIL FOOD SAFETY PRACTICES

Content Apply personal hygiene and sanitation; Identify food safety plan/program; Handle product hygienically; Clean work area and equipment; Monitor food safety; Contribute to continuous improvement.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRLP7C MONITOR FOOD SAFETY PLAN/PROGRAM

Content Monitor implementation of the food safety plan/program; Respond to occurrences of non-compliance; Contribute to continuous improvement.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRM1B MERCHANDISE PRODUCTS

Content Place and arrange merchandise; Prepare display labels/tickets; Place, arrange and display price tickets and labels; Maintain displays; Protect merchandise.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRM.2A PERFORM ROUTINE HOUSEKEEPING DUTIES

Content Organise work area; Clean work area.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES

Content Organise work area; Clean work area.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRM3B CO-ORDINATE MERCHANDISE**PRESENTATION**

Content Co-ordinate merchandise presentation and display; Implement merchandise pricing.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRM4A CO-ORDINATE HOUSEKEEPING

Content Implement housekeeping policies.

Nominal Hours 9 Hours

Assessment As per accredited curriculum

WRRM5A MONITOR IN-STORE VISUAL**MERCHANDISING DISPLAY**

Content Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS

Content Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO1B MANAGE MERCHANDISE AND STORE**PRESENTATION**

Content Manage store merchandising; Plan and manage store advertising promotions; Manage store pricing policies; Manage housekeeping.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO2B MANAGE SALES AND SERVICE DELIVERY

Content Maintain and improve operations; Negotiate supply of goods; Establish customer requirements; Provide productive work environment.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO3A PROVIDE A SAFE WORKING ENVIRONMENT

Content Develop Policies to Establish and Maintain a Safe Working Environment; Consult with Staff; Establish and Maintain a Safe Working Environment; Assess Risks; Control Risks; Establish and Maintain Policies for Hazardous Events; Train Staff; Establish and Maintain Record System; Evaluate Policies and Procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT

Content Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain records systems; Evaluate policies and procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO4B CONTROL STORE SECURITY/LOSS

Content Control store security.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO5B CONTROL INVENTORY

Content Manage, receipt, dispatch and storage of merchandise; Manage stock control.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO6B MANAGE STORE FACILITIES

Content Manage store maintenance program; Manage retail equipment maintenance; Negotiate maintenance contracts; Identify facilities/space requirements.

Nominal Hours 27 Hours

Assessment As per accredited curriculum

WRRO7A PROFILE A RETAIL MARKET

Content Review the image of the store; Research market demands for the store; Profile the store's customer; Implement methods to attract customers to store.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO8A DEVELOP INNOVATIVE IDEAS AT WORK

Content Interpret the need for innovation; Generate ideas; Collaborate with others; Analyse and reflect on ideas; Represent ideas; Evaluate the idea.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO9A LEAD A TEAM TO FOSTER INNOVATION

Content Organise teams to maximise innovation; Organise work assignments within team to facilitate innovative work practices; Provide guidance and coaching to team members on innovation in the workplace; Provide a model of innovative work practice; Monitor the team's ongoing use of innovative work practices; Provide feedback on the use of innovative work skills

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO10A CREATE AN INNOVATIVE WORK ENVIRONMENT

Content Implement work practices and procedures to support innovation; Implement management practices to support innovation; Promote innovation in the workplace; Create a physical environment which supports innovation; Provide information and learning opportunities to foster innovation.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRO11A SET UP SYSTEMS TO SUPPORT INNOVATION

Content Conduct research into organisation systems; Generate innovative system options; Develop plan for the innovative system; Trial the innovative work system; Review the trial of the innovative system.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRPL1B MANAGE FINANCIAL RESOURCES

Content Control cost; Control budget; Propose expenditure; Maintain store accounting system; Prepare store sales budgets; Negotiate budgets.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRPL2B SET STRATEGIC PLANS

Content Communicate and implement mission statement; Set objectives and targets; Develop action plans.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

WRRPL3B INITIATE AND IMPLEMENT CHANGE

Content Identify opportunities for increased sales and services; Evaluate changes; Negotiate change implement; Implement and evaluate change.

Nominal Hours 150 Hours

Assessment As per accredited curriculum

WRRPM1B ADMINISTER HUMAN RESOURCES POLICY

Content Implement staffing levels; Monitor staff performance; Identify and minimise potential industrial relations problems; Develop and implement training plans.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRPM2A RECRUIT AND SELECT PERSONNEL

Content Define Future Personnel Requirements; Determine Job Specifications; Recruit Staff; Assess and Select Applicants.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRPM2B RECRUIT AND SELECT PERSONNEL

Content Define future personnel requirements; Determine job specifications; Recruit staff; Assess and select applicants.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRPM3A LEAD AND MANAGE PEOPLE

Content Lead the team; Lead by example; Develop and communicate team objectives; Establish, develop and improve teams; Develop self; Delegate responsibility and authority; Consult with team; Support the team.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRRPM3B LEAD AND MANAGE PEOPLE

Content Lead the team; Lead by example; Develop and communicate team objectives; Establish, develop and improve teams; Develop self; Delegate responsibility and authority; Consult with team; Support the team.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRRS1A SELL PRODUCTS AND SERVICES

Content Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRS1B SELL PRODUCTS AND SERVICES

Content Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.

Nominal Hours 18 Hours

Assessment As per accredited curriculum

WRRS2B ADVISE ON PRODUCTS AND SERVICES

Content Develop product/service knowledge; Recommend specialised products/services.

Nominal Hours 27 Hours

Assessment As per accredited curriculum

WRRS3B CO-ORDINATE SALES PERFORMANCE

Content Implement sales policies and procedures; Monitor achievement of sales targets.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS

Content Establish rapport with customers; Apply expert knowledge; Provide post-sales support; Plan sales presentations; Implement sales presentation; Maintain and utilise a customer database; Deal with difficult customers.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS1B RECOMMEND AND FIT CLOTHING AND ACCESSORIES

Content Research store clothing range; Recommend customer wardrobing; Measure and fit clothes; Advise on and arrange clothing alteration service.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS2B RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES

Content Research store footwear range; Recommend footwear products; Measure and fit footwear products; Advise on and arrange product services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS3B RECOMMEND JEWELLERY PRODUCTS AND SERVICES

Content Research store product range; Recommend specialist jewellery products; Advise on jewellery product warranties; Protect stock; Advise on and arrange product services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS4B RECOMMEND ELECTRICAL PRODUCTS AND SERVICES

Content Research store product range; Recommend electrical products; Advise on electrical product warranties; Negotiate price payments and options; Advise on and arrange product services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS5B RECOMMEND FURNITURE PRODUCTS

Content Research store furniture product range; Recommend furniture products; Advise on furniture product warranties; Negotiate price and payment options; Advise on and arrange product services.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS6B RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES

Content Research store product range; Recommend floor covering products and services; Estimate floor covering products and services; Estimate floor covering quantities; Advise on floor covering product warranties; Negotiate price and payment options; Advise on and arrange floor covering laying service.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS7B RECOMMEND HARDWARE PRODUCTS AND SERVICES

Content Research store product range; Recommend hardware products, machinery and equipment; Estimate hardware quantities; Advise on hardware product warranties; Negotiate price payment options; Advise on and arrange product services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS8B RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES

Content Research store camera and photographic product range; Recommend camera and photographic equipment; Advise on product warranties; Negotiate price and payment options; Advise on and arrange photographic services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS9B RECOMMEND COMPUTER PRODUCTS AND SERVICES

Content Research store computer product range; Recommend computer hardware and software products; Advise on product warranties; Negotiate price and payment options; Advise on and arrange product service and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS10B RECOMMEND SPORTING PRODUCTS AND SERVICES

Content Research store sporting products range; Recommend sporting products; Measure and fit sporting products; Advise on manufactures warranties; Advise on and arrange sporting services.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS11B RECOMMEND TOY PRODUCTS

Content Research store toy product range; Recommend toys; Advise on manufactures warranties; Advise on product services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS12B RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES

Content Research store book range; Recommend books; Advise on reader services.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS13B RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES

Content Research newsagency products; Recommend newsagency products; Advise on and arrange newsagency services; Process returns to publishers.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS14B HIRE AND SELL VIDEO PRODUCTS AND SERVICES

Content Research store product range; Recommend video products and accessories; Advise on membership; Apply store video hire and return procedures.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS

Content Research store product range; Identify hair/beauty/cosmetic products; Recommend hair/beauty/ cosmetic products.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS16B RECOMMEND HEALTH AND NUTRITIONAL PRODUCTS AND SERVICES

Content Research and develop product knowledge; Identify health and nutritional products; Recommend health and nutritional products; Advise on health and nutritional services.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS17B RECOMMEND TODDLER/BABY PRODUCTS

Content Research store product range; Recommend products; Advise on manufacturer's warranties; Advise on product service and repairs;

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS18B RECOMMEND SOFT FURNISHINGS/MANCHESTER/HABERDASHERY PRODUCTS AND SERVICES

Content Research store product range; Recommend soft furnishings/manchester/haberdashery products and services; Estimate quantities and order product; Advise on product warranties; Calculate price and payment options.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRRSS19B RECOMMEND MUSIC/AUDIO PRODUCTS AND SERVICES

Content Research store music/audio product range; Recommend music/audio equipment; Advise on product warranties; Negotiate price and payment options; Advise on and arrange music/audio services and repairs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWFN201A COMPLETE DEBTOR PROCESSES

Content Confirm trading terms; Establish customer debts and credit levels; Process debtors.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWFN302A MANAGE DEBTOR PROCESSES

Content Control consumer debt from direct sale of products or services; Remove financial risk; Implement debt recovery strategy.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWFN403A MANAGE OPERATIONS TO BUDGET

Content Control costs; Control budget; Propose expenditure; Maintain business accounting systems; Prepare business sales budgets; Set budget targets and monitoring mechanisms.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

WRWFN504A MANAGE PRICES

Content Confirm market research and forecasts; Set wholesale price; Announce wholesale price; Establish trading terms between a wholesale business and customers.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWI402A PLAN INVENTORY LEVELS

Content Forecast inventory demands; Implement inventory control systems; Monitor and improve inventory plans.

Nominal Hours 42 Hours

Assessment As per accredited curriculum

WRWMK201A PROVIDE MARKETING AND PROMOTION PROGRAM SUPPORT

Content Confirm promotional and marketing activities; Respond to enquiries on promotional and marketing activities; Support marketing and promotional programs.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWMK202A CONDUCT TELEMARKETING

Content Confirm telemarketing processes; Respond to customer enquiries using telemarketing technology; Seek customers using telemarketing technology; Process telemarketing customer sales and orders; Maintain telemarketing systems and technology; Record campaign results.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWMK303A IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES

Content Analyse previous promotional activities; Organise advertising and promotions; Co-ordinate implementation of advertising campaigns; Co-ordinate joint promotional programs; Evaluate success of advertising and joint promotional activities.

Nominal Hours 42 Hours

Assessment As per accredited curriculum

WRWMK404A MARKET PRODUCTS

Content Establish wholesale customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing strategies; Evaluate marketing strategies and customer satisfaction.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWMK405A SEIZE A BUSINESS OPPORTUNITY

Content Analyse environmental factors influencing products and services; Identify a business opportunity; Evaluate a business opportunity; Seize viable business opportunities.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWMK506A MANAGE PROMOTIONAL ACTIVITIES

Content Manage promotional program objectives and content; Coordinate promotional activities; Monitor promotional programs.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWMK507A DEVELOP A SALES STRATEGY

Content Review existing sales plans; Devise a sales strategy; Implement sales strategy.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

WRWMK508A DEVISE A STRATEGIC MARKETING PLAN

Content Set strategic marketing goals and performance indicators; Predict trends; Position products and services to gain sustainable market advantage; Maximise planning and monitoring frameworks; Implement the strategic marketing plan.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

WRWOP201A COMPLY WITH LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS ACTIVITIES

Content Handle products according to safe practices; Model non-discriminatory behaviour; Maintain information security; Adhere to applicable government legislation and requirements.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWOP402A MAINTAIN OPERATIONAL QUALITY AND PRODUCTIVITY

Content Maintain productivity; Assure quality; Build a commitment to continuous improvement; Implement process quality.

Nominal Hours 42 Hours

Assessment As per accredited curriculum

WRWOP403A MONITOR COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS OPERATIONS

Content Determine legal structure of the business; Monitor compliance with statutory and regulatory requirements; Establish rights to wholesale products/services; Secure rights to products/services.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWOP404A NEGOTIATE CONTRACTS

Content Negotiate agreements and contracts; Secure new contracts; Award a contract; Prepare a contract; Finalise contract details; Review a contract.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWOP405A IMPLEMENT PRODUCT RECALLS

Content Respond to customer problems that may require product recall; Respond to initial enquiries to clarify nature of product risk; Implement product recalls.

Nominal Hours 27 Hours

Assessment As per accredited curriculum

WRWOP406A MANAGE AND PROMOTE BUSINESS TO BUSINESS E-COMMERCE SOLUTIONS

Content Manage e-commerce solutions; Maintain the function and interrelation of component e-commerce systems; Verify interconnection of e-commerce systems; Establish protocols and access procedures fro customers.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWOP407A MAINTAIN WORKPLACE SAFETY

Content Communicate safety procedures to staff; Maintain a safe workplace; Implement emergency procedures; Monitor occupational health and safety compliance and management.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWOP508A IMPLEMENT E-COMMERCE BUSINESS SOLUTIONS

Content Analyse the most effective business to business model; Manage e-commerce infrastructure and resources; Manage electronic payment and banking systems; Monitor security of electronic commerce systems and solutions.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWOP509A BENCHMARK AND CONTINUOUSLY IMPROVE OPERATIONAL QUALITY

Content Benchmark best practice performance; Audit process quality improvement; Improve wholesale processes; Monitor quality improvement for a wholesale process; Monitor customer service quality for a wholesale business; Improve service quality.

Nominal Hours 60 Hours

Assessment As per accredited curriculum

WRWOP510A ESTABLISH COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS

Content Examine compliance of current business to legal system(s); Establish compliance of current product recall policies and procedures; Analyse responsibilities and accountabilities of parties undertaking business transactions; Analyse and apply principles in business and contract law; Analyse how the law protects intellectual property; Identify risks associated with managing supply across national boundaries.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWPL201A ACCESS PRODUCT AND SERVICE PERFORMANCE DATA

Content Check trade history of products and services; Compare performance of products and services; Confirm performance of specific products and services.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWPL302A PROCESS PRODUCT AND SERVICE DATA

Content Process product and service data; Monitor customer sales; Maintain product database; Determine customer preferences.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWPL403A MAXIMISE SALES OF BRANDED PRODUCTS

Content Set sales objectives to meet business outcomes; Monitor sales; Develop strategies for promotion of branded products; Ensure sales of branded product deliver business outcome(s).

Nominal Hours 42 Hours

Assessment As per accredited curriculum

WRWPL504A REVIEW PRODUCT/SERVICE PERFORMANCE

Content Conduct internal research on current wholesale business position; Conduct external research on current business position; Assess opportunities for new products and services; Monitor product and service performance.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWPL505A MAXIMISE PRODUCT SALES AND MARKET SHARE

Content Analyse wholesale product and service performance; Assess wholesale market position strategies; Assess product and service promotion strategies; Develop competitive pricing structures; Implement wholesale product and service plans.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWPL506A MANAGE DISTRIBUTION PROCESSES

Content Manage purchasing agreements with business customers; Monitor supply arrangements with business customers; Introduce product range; Monitor quality control of supply and distribution; Review distribution/supply agreements.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWPL507A FORECAST PRODUCT PERFORMANCE

Content Forecast trends and developments impacting operations; Review forecasts.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWPL508A IMPROVE SUPPLY AND DISTRIBUTION CHAINS.

Content Confirm features of specific supply chains; Maintain information on suppliers; Review distribution arrangements; Devise policy and procedures for distribution and supply; Forecast future contingencies impacting supply chain management; Improve supply and distribution chain effectiveness.

Nominal Hours 80 Hours

Assessment As per accredited curriculum

WRWPS201A PROCESS PURCHASES

Content Apply purchasing and procurement procedures; Complete purchasing and procurement activities; Capture and record purchasing data; Liaise with suppliers to complete procurement processes.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWPS302A ADMINISTER SUPPLY INTO A BUSINESS

Content Maintain effective supplier relationships; Deal ethically with suppliers; Resolve supplier enquiries; Confirm legal, legislative and business supply requirements.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWPS403A PURCHASE PRODUCTS AND SERVICES

Content Analyse market; Plan product range; Establish supplier relations; Negotiate supply agreements; Maximise profit; Complete purchase; Rationalise stock.

Nominal Hours 50 Hours

Assessment As per accredited curriculum

WRWPS504A DEVELOP PURCHASING STRATEGIES

Content Manage on-going performance of purchasing and procurement strategies; Evaluate existing purchasing systems.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWSL201A SELL PRODUCTS AND SERVICES TO BUSINESS CUSTOMERS

Content Apply product knowledge; Identify specific customer types and behaviour; Sell products to customers; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.

Nominal Hours 20 Hours

Assessment As per accredited curriculum

WRWSL202A BUILD SALES RELATIONSHIPS

Content Develop effective sales techniques; Work with others to improve sales; Sell advantages of business relationship.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWSL203A USE COMPUTERS AS PART OF BUSINESS AND E-COMMERCE PROCESSES

Content Identify computer technology and information systems managing electronic transactions; Set up and use computerised technology and systems for e-commerce transactions; Use technology to set up an electronic account for a customer; Establish business procedures for completing credit checks or updates.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWSL304A OPTIMISE CUSTOMER AND TERRITORY COVERAGE

Content Establish coverage plan for a territory; Report on business visits; Improve customer/territory coverage.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWSL305A ANALYSE AND ACHIEVE SALES TARGETS

Content Analyse sales targets; Determine factors impacting attainment of sales targets; Attain sales targets.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWSL306A BUILD SALES OF BRANDED PRODUCTS

Content Maximise sale of branded products in a territory; Secure effective product positioning in business outlets; Report on sale of branded products within a territory.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWSL407A LEAD A SALES TEAM

Content Lead a sales team; Manage territory and sales team coverage; Manage sales team resources; Conduct sales team meeting; Model sales and service values and behaviour.

Nominal Hours 30 Hours

Assessment As per accredited curriculum

WRWSL408A TRAIN SALES TEAM OPERATIVES

Content Coach sales team members; Promote sales team product sales and positioning techniques; Coordinate the implementation of training activities for the sales team; Review team and individual level training activities.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWSL509A MANAGE SALES TEAMS

Content Review sales team performance and procedures; Manage sales team territory coverage; Organise sales staff according to industrial relations requirements and obligations; Monitor product/service price and cost structures; Monitor and reset sales team objectives.

Nominal Hours 33 Hours

Assessment As per accredited curriculum

WRWWS201A CONFIRM WHOLESALE BUSINESS PRACTICES

Content Outline the structure and scope of the wholesale industry; Organise self to workplace procedures and requirements; Identify customers within the business supply chain.

Nominal Hours 21 Hours

Assessment As per accredited curriculum

WRWWS302A MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS

Content Develop techniques to maintain close contact with business customers; Identify business customer needs.

Nominal Hours 36 Hours

Assessment As per accredited curriculum

WRWWS403A DEVELOP BUSINESS TO BUSINESS RELATIONSHIPS

Content Work with other businesses to maximise their success; Develop management systems that support business relationships; Provide forecast information to other businesses; Improve business and customer outcomes; Expand business relationships.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

WRWWS504A MANAGE BUSINESS CUSTOMERS

Content Negotiate deals; Verify trading terms; Manage business contracts.

Nominal Hours 40 Hours

Assessment As per accredited curriculum

Recognition of Learning – Pathways, Credit Transfer and RPL/RCC

Victoria University recognises that valuable learning takes place outside the university through:

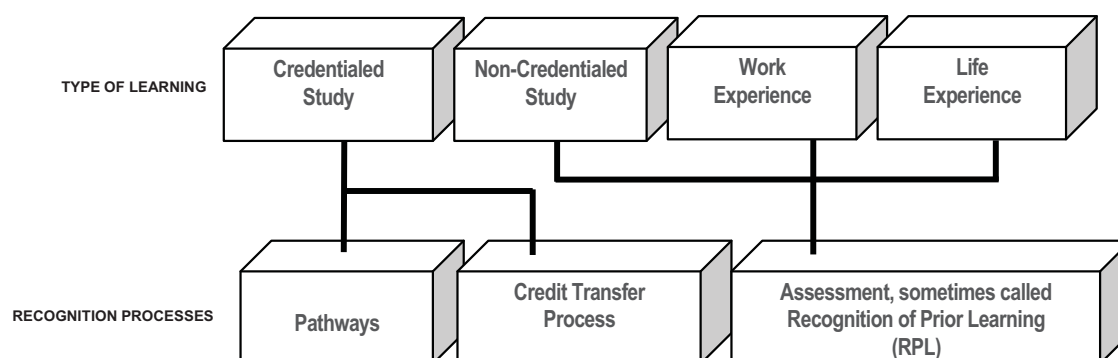
- study towards formally recognised qualifications (either fully or partially completed) such as a degree, diploma, or certificate (this is referred to as credentialed study);
- short courses, offered by professional bodies, voluntary associations, workplaces, trade unions, government agencies and/or community groups, that do not lead to formal qualifications (or non-credentialed learning);
- work experience; and
- life experience.

Students are encouraged to think broadly about their experiences. In addition to providing entry into a course, students' prior learning may enable them to be granted Recognition of Prior Learning or credits for subjects within that course.

Victoria University has established the following processes to facilitate the recognition of learning achieved outside the University: Pathways, Credit Transfer Process, and Recognition of Prior Learning.

By recognising students' past experiences and achievements, the University ensures that students do not have to repeat the skills and knowledge they have already achieved.

In this way students are able to shorten the length of their course, saving time and money. They study at the appropriate level, are encouraged to continue their education, and achieve their educational goals with maximum efficiency.



Pathways

Standardised pathways are formally approved links between courses in different sectors or within the same sector. They may move from:

- secondary schools to TAFE
- TAFE to TAFE
- TAFE to higher education
- higher education to TAFE
- higher education to higher education
- workplace to TAFE or higher education
- private training organisation to TAFE or higher education.

These pathways may involve:

- Credit/exemptions – for example students who have completed the Advanced Diploma of Business (Accounting) will receive credit for twelve subjects in the Bachelor of Business (Accounting), if they gain entry into that degree course;
- Entry only – for example students who have successfully completed Science for Nurses (Gateway to Nursing and the Health Sciences) automatically gain entry into the Certificate IV in Health (Nursing).

Pathways may also link courses in the same or different disciplines.

Students who meet the conditions specified in the pathway will be automatically granted the benefits specified in the pathways (entry or credit).

Students who have not completed their initial course may still obtain credit in recognition of the subjects/modules successfully completed.

'Articulation' describes the links or pathways between courses. Students who take advantage of pathways are sometimes called articulating students.

Victoria University is widely recognised as a national leader in developing credit transfer arrangements for students, particularly between the TAFE and higher education sectors.

Applications

Students should provide details of any prior study when they:

- apply to enter a course;
- are interviewed in the Centre for Commencing Students; or
- enrol.

Students eligible for entry or credit on the basis of a formally approved pathway will be identified at the time of enrolment. Any credit may be granted at the time of enrolment.

Credit Transfer/Mutual Recognition

Students who have already successfully completed any of the subjects/modules in the course in which they are enrolling may be eligible for credit transfer. Under Mutual Recognition, Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation.

Applications

Students applying for Credit Transfer should approach their Faculty or Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. It is advisable for students to discuss their applications with their teacher/lecturer before submission.

The University will endeavour to process credit transfer applications as soon as possible.

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC)

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) is an assessment process whereby the learning that students have achieved through study and life/work experience is matched against the learning that would be covered in specific subjects/modules/competencies.

Applications

Students who believe that they are eligible for RPL/RCC are advised to begin the application as soon as they are enrolled. Students applying for RPL/RCC should approach their Faculty or Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. Students are encouraged to discuss their application with their teacher/lecturer before it is submitted. Departments will provide information about the evidence that is required for the RPL/RCC application.

The University will endeavour to process RPL/RCC applications as soon as possible. Processing time depends on the complexity of the application but should take no more than four weeks.

Fees

An Assessment Fee may be charged where an external board/party is involved in the RPL/RCC assessment process.

A fee will apply to fee for service clients.

TAFE applicants will be notified of any applicable fees when they collect their application form.

Notification

Applicants will receive in writing the results of their application for credit or RPL/RCC assessment.

Right of Appeal

Applicants who are either denied credit or who wish to challenge the amount of credit granted on the basis of a formal pathway, a credit transfer application, or RPL/RCC assessment may request further consideration. Such appeals must be lodged with the Faculty Office or the Department of Student Affairs within 10 working days of the date the notification letter was issued.

Admission, Enrolment and Academic Procedures and Regulations

Admission and Selection

The University is committed to achieving access, equity and excellence in tertiary education. Accordingly the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of prospective students.

General

The primary objective of the University's admission and selection policies is to ensure that students selected for admission to courses are capable of successfully completing the course in which they are to be offered a place. In considering students for admission there shall be no unlawful discrimination.

The University has, however, developed targeted programs designed to ensure a broader representation of students from currently under-represented groups in tertiary education (e.g. Aborigines and Torres Strait Islanders).

Admission to the University is conducted within a framework of minimum entry requirements coupled with selection criteria that relate to the demands that each course will place upon students. In addition, the University has a policy of giving special consideration to applicants who live in the western metropolitan region of Melbourne for courses that are not unique to the University.

The selection criteria for each course are reviewed each year and are finally determined annually by the Council of the University on the recommendation of the Academic Board or the Board of Technical and Further Education as appropriate. The selection criteria for each course, including specific prerequisites for admission, are included with the detailed descriptions of each course which appear in the relevant Faculty and TAFE *Handbooks*. Generally, selection is based on academic merit and by the selection authority's assessment of the relative likelihood of applicants to successfully complete the course to which they have applied for admission. The main criterion for selection to Degree and Diploma courses is the applicant's performance in Year 12 studies unless other factors are relevant.

Such other factors may include:

- the results of any interviews, auditions, tests or other assessment procedures determined by the particular course selection authorities;
- any illness, or serious hardship as a result of which, in the opinion of the selection authorities, the studies or performance of an applicant have been adversely affected;
- the presentation and depth of relevant supporting material as determined by the particular course selection authorities;
- the life experiences of the applicant; and
- previous study at tertiary level.

Intending applicants for places in University courses can obtain more detailed information about selection criteria and selection procedures for individual courses by contacting the relevant Faculty, School or Department, or the Centre for Commencing Students.

Course Pathways

Victoria University offers a broad range of courses from bridging and preparatory programs to PhDs. It is committed to establishing multiple entry and exit points enabling students to start in a program that best meets their needs and exit with the qualification that will assist them to realise their vocational and educational aspirations.

Victoria University has created many formally approved (or standardised) course pathways. Course pathways allow you to proceed from one course to another. In some cases course pathways may offer the student guaranteed entry or credit toward their preferred exit qualification.

Alternative Entry at Victoria University

The University offers alternative entry programs that will provide for selection on criteria other than the ENTER.

Portfolio Partnerships Program

Victoria University is committed to strengthening partnerships with schools and communities in its local region. The Portfolio Partnership Program is an alternative entry scheme available to students in participating secondary schools in the Western Metropolitan, Sunbury and Macedon regions and mature age applicants who live in this region. Selected courses are included in the program and provide opportunities for students with strong vocational commitment and the potential to succeed at university in their selected course to submit a portfolio of evidence. This gives the applicant an opportunity to provide additional information related to their goals and achievements, previous studies, work experience, skills, personal qualities as well as examples of work and other evidence that indicates a commitment to the proposed area of study.

To enquire about the Portfolio Partnerships Program contact the Centre for Commencing Students on (03) 9919 4110 or by email at ccs@vu.edu.au or visit the web site at www.vu.edu.au/ccs

Student Compact

Existing students of the University may request to have a Student Compact which will identify their learning pathway from their existing course of study to other courses to which they aspire. The Student Compact is a documented agreement between the student and the University that lists all negotiated conditions related to their chosen field of study.

The Student Compact is available to all students of the University, and can be renegotiated at any time by the student or the University, to reflect the changing requirements of the student.

For further information about the Student Compact contact the Centre for Commencing Students telephone: (03) 9919 4110.

Admission Requirements

Undergraduate Courses

Normal Entry

Any persons who have been granted the Victorian Certificate of Education or satisfactorily completed an equivalent Year 12 qualification recognised by the University (plus relevant course prerequisite studies) will be eligible to apply for admission to courses of the University leading to a higher education award or to a TAFE Diploma.

In general, therefore, applicants will be eligible for admission to higher education undergraduate and TAFE Diploma courses if they have:

- passed the VCE including the satisfactory completion of English Units 3 and 4 from 1992 onwards;
- passed four approved VCE (HSC) Group 1 subjects (including English) at one sitting prior to 1992;
- passed four approved Victorian Institute of Education, HSC, Group 1 subjects (including English) at one sitting since 1980;
- satisfied Victorian University Schools Examination Board or Victorian Institute of Education Year 12 requirements prior to 1980; or
- obtained an equivalent interstate or overseas qualification.

Entry requirements for admission to TAFE courses other than courses leading to a Diploma vary. Details of entry requirements are to be found in the TAFE *Handbook*.

In addition to meeting the entry requirements above, applicants may be required to satisfy other requirements specified by the Faculty/School conducting the course. Further information can be found on www.vu.edu.au/admissions

Special Entry

Applicants meeting the above requirements will be regarded as having satisfied the Normal Entry requirements. However, applicants wishing to undertake a University course who do not meet the Normal Entry requirements may still be eligible for admission under Special Entry (SE). Students admitted to a course under SE may be subject to special terms and conditions determined by the relevant Faculty or School. The three categories of Special Entry are as follows.

Age and Educational Background

A person will be eligible for admission to any course within the University if, at 1 January of the intended year of entry, he or she is 21 years of age or over.

Any person who, at the date of their proposed admission to a TAFE course (other than a course for Diploma), is 18 years or older, will be eligible to apply for admission to any such course. Australian residents who meet these criteria are guaranteed a place in a Government-funded course if they apply via the University's Personalised Access Study scheme.

There is currently a high demand for many award courses, and a number of mature-age applicants may not receive an offer of a place in the course of their choice. Other factors taken into account in selection, in addition to work and life experience, include education level achieved, evidence of aptitude for study, time elapsed since study was attempted, and whether the applicant resides in the western metropolitan region of Melbourne.

Mature-age applicants should be aware of the study difficulties they might face in a tertiary course. The University conducts a number of programs generally of short duration, aimed to help improve communication skills, study skills and confidence. Mature-age applicants may not need to do a preparatory program, but should consider the following:

- It is assumed that students of award courses know how to study. Study involves many skills – taking notes, using a library, organising your time effectively, essay writing, and so on;
- If it has been a long time since you last attended classes, or if your previous study experience was not very successful or enjoyable, it may be helpful to develop some confidence in your abilities before you begin;
- Communication skills are very important for award course students, and this can mean speaking (for example, participation in class discussions) as well as writing. Some practice in this area may be beneficial;
- The real work of any award course usually begins straight away: sometimes on the very first day. You may need some time to ease yourself into being a student.

By undertaking preparation for study, you can pay attention to the factors outlined above in an environment that is designed to minimise the pressure on you. If you move straight into a tertiary course, you might find that you are in fact trying to prepare yourself at the same time as trying to cope with the new material presented to you. This can result in failure to meet the required academic standard.

Courses conducted by the University to help you successfully return to study in an award course may include:

- **English for Further Study** – This course provides people of non-English-speaking background with the language and research/study skills necessary for study;
- **English as a Second Language (ESL)** – English as a second language classes are tailored to the needs of migrants who wish to improve their English for personal development, further study, or to improve their job prospects. Wherever possible, classes are tailored to suit the needs of the participants;
- **Basic Education Program** – The Basic Education program focuses on the development of students' communication skills, through writing and reading exercises, spelling, basic grammar and punctuation;
- **Preparation for Tertiary Study** – A preparatory course with two streams designed to improve access to Arts or Science courses;
- **Gateway to Nursing** – A preparatory course that provides access to nursing courses;
- **VCE** – The Victorian Certificate of Education is available by full-time and part-time study.

For more information, contact Further Education and Employment Services on (03) 9919 7225.

Continuing Difficulties During Schooling

A person will be eligible to apply for admission to any course within the University if his or her progress through secondary school was adversely affected by:

- economic hardship;
- illness;
- English language learning difficulties;
- family problems;
- geographical isolation; or
- disability.

Applicants whose difficulties occurred only during their last year of secondary studies must use the Victorian Tertiary Admission Centre 'VTAC Chronic Circumstances Application Form for Current Year 12 Students'. Students who are not current year 12 applicants, but who meet any of the above criteria should complete the 'VTAC Pi form for Non-Year 12 Applicants'. Applicants wishing to apply on the above basis should contact the relevant Faculty, or the Centre for Commencing Students for further information on individual course requirements. Some individual courses have supplementary information forms that can also be completed.

Applicants with a disability or chronic medical condition should also complete the above relevant forms and any individual course supplementary information forms. Persons with a disability or chronic medical condition are encouraged to contact the relevant Faculty, School, Department of the University, or the Centre for Commencing Students to discuss any potential difficulties, hazards and individual course requirements inherent in their proposed course. In these discussions, any special needs of applicants can be discussed and an indication given of the University's capacity to meet those special needs.

Applicants with a disability or chronic medical condition are invited to discuss their specific needs and potential individual support requirements with Disability Services however Disability Services is not involved in selection or application processes. All applicants with a disability are encouraged to declare their disability on enrolment forms and should register with Disability Services as soon as possible after enrolling in their course. Phone (03) 9919 2193 or via email on disability@vu.edu.au.

Aborigines and Torres Strait Islanders

A person of Aboriginal or Torres Strait Islander descent is eligible to apply for admission to any course within the University and such applications will be assessed individually to determine the applicant's suitability and potential for academic success. Further advice may be obtained by contacting Moondani Balluk (Indigenous Services) on (03) 9919 2891 or via email Moondani.Balluk@vu.edu.au

Later Year Entry

Both Normal Entry and Special Entry relate to admission to the University at the commencement of an undergraduate course. Persons who have already completed one or more years' relevant post-secondary studies may be eligible for Later Year Entry to the second or subsequent years of a course.

Persons applying for Later Year Entry will be required to meet all normal selection criteria for the course as well as demonstrate that their prior studies are relevant to the course for which they have applied. In making selection decisions, applicants' level of performance in all of their previous tertiary enrolments may be taken into account. Persons selected for Later Year Entry may be admitted on condition they undertake bridging course work, or complete a specially modified course plan, or both.

Deferred Entry (Commencing Students)

Prospective students should contact the relevant Faculty or School to clarify the deferment policy. A person to whom an offer of admission to a course has been made by the University may apply to defer his or her enrolment for a period of up to one year. An application for deferred entry must be made in writing and lodged within seven days of the date upon which the offer of admission was sent. The application must be forwarded to the Dean of the appropriate Faculty or the Head of the appropriate School. A Dean or Head may grant an application for deferred entry with or without conditions. Applications for deferment from a TAFE course are not normally granted.

A person who has been granted deferred entry has a right to enrol in their course for the semester following the end of the period of their approved deferment, providing they attend a scheduled enrolment session.

Postgraduate Courses

Normal Entry (PhD)

Doctor of Philosophy

To be eligible for admission a person must have:

- a masters degree; or
- a four-year bachelor degree with honours or honours degree with a superior performance at 1st Class or 2A honours level; or
- a three-year bachelor degree together with a postgraduate diploma that is an extension of the discipline contained in the undergraduate qualification and at a level considered to be equivalent to 1st Class or 2A honours, as determined by the Head; or
- been enrolled in a masters by research program and shown exceptional ability in the conduct of the first stages in a project and been approved for transfer into a PhD program by the Committee for Postgraduate Studies on the recommendation of the Head.

For admission to a PhD program a student must provide evidence acceptable to the Head of a capacity to undertake research in the discipline.

Masters Degree

To be eligible for admission applicants must have:

- qualified for a first degree of the University (or such other degree as the Department may deem equivalent for this purpose) at a standard considered by the Department to be sufficiently meritorious; or
- qualified for any other award judged by the Department to be of a relevant and appropriate standard; and
- produced evidence of professional experience through which they have developed their applied knowledge of the relevant field of study, and which satisfies the Department that they have the capacity to undertake study for the degree of master; and
- fulfilled any other conditions relating to prerequisite study which the Department may have imposed in respect of their admission to candidature.

Graduate Diplomas/Graduate Certificates

To be eligible for admission applicants must normally have successfully completed a degree or diploma and may be required to attend an interview/selection test.

Application for Admission

Centre for Commencing Students

The Centre for Commencing Students (CCS) provides a central location for TAFE, undergraduate and postgraduate course information. Information sessions are conducted in the evenings and on weekends for prospective students that provide information and advice about return to study or career options, application procedures, alternative entry schemes and an overview of the University environment.

A resource area is provided where prospective students may browse through brochures of the many courses offered by the University. Advisers are always available to assist with enquiries, provide course information, and offer advice to individuals, schools and community groups. Group sessions can be arranged for local and community groups by contacting the Community Partnerships Officer at the Centre.

The Centre is located at Footscray Park Campus in Building C on ground level (level 3) facing Ballarat Road (adjacent to the pedestrian crossing). Contact the Centre for Commencing Students on telephone: (03) 9919 4110, fax: (03) 9919 4813 or email ccs@vu.edu.au

Student Administration

The Recruitment and Student Success Branch and Enrolment Management Branch both seek to provide an integrated and professional service to students, staff, past students and prospective students of the University.

The Branches maintain constant telephone, email and over-counter contact with students by way of answering enquiries, advising on University requirements, issuing course information and providing services related to enrolment, certification and graduation.

A range of services is provided to staff of the University, including collation and cross checking of results, scheduling and invigilation of examinations and provision of student data and records services.

Staff within these branches work to facilitate the interaction of staff and students in accordance with Higher Education and TAFE administrative requirements, and to provide efficient services to organisational units of the University.

The student administrative services provided by Recruitment and Student Success include:

Student Administration at Offshore locations

The Centre for Graduating Students and Education Abroad provides the student administration services for all offshore programs for both sectors. The University has partnerships with several organisations to enable programs to be delivered in offshore teaching sites such as Bangladesh, China, Hong Kong, Korea, Malaysia, New Zealand, Singapore, Thailand, and Vietnam.

Centre for Graduating Students and Education Abroad

Telephone: 61 3 9919 2846

Fax: 61 3 9919 2853

Email: offshoreadmin@vu.edu.au

Web site: www.vu.edu.au

Located Room 4C, 141, St Albans Campus

Enrolment Management provides services in the following areas:

- **Admissions and Orientation** provides a comprehensive service to prospective students including distribution of course information, collection and processing of applications; and to the University in the coordination of the admissions process, procedures and information;
- **Client Services and Information** offers assistance with student administration enquiries including enrolment and fees information, cashier functions and switchboard services;
- **Enrolment** services entail the registration and administration of enrolment amendment for students on all onshore campuses and in both sectors, as well as Higher Education Contribution Scheme administration and TAFE fees.

Undergraduate Courses

Normal Entry

Persons applying for entry to higher education undergraduate courses (other than those listed below under Direct Application) to study either full-time or part-time must apply through the Victorian Tertiary Admissions Centre.

While the *VTAC Guide* and application form are available from newsagents, a convenient and comprehensive application service is available from their web site at www.vtac.edu.au

Persons applying through VTAC should note that the VTAC rules, by which the University is bound, provide that no selection authority shall take into account the preference for that course as indicated by the applicant. This means that even if an applicant has indicated a lower preference for the course concerned than other applicants, there shall be no prejudice and each applicant will be considered equally.

Prerequisites and Extra Requirements

Some higher education undergraduate courses have special prerequisites for enrolment. Where this is the case, these requirements are published two years in advance in the Victorian Tertiary Education Requirements (this is published as a supplement in the press) and for the following year in the *VTAC Guide* to Undergraduate and TAFE Courses (available from newsagents and the web: www.vtac.edu.au).

For some higher education undergraduate courses, the application process requires applicants to complete a *Supplementary Information Form* available from the relevant Faculty Office, the Admissions Office or the University web site: www.vu.edu.au/admissions. These courses are identified in the *VTAC Guide*.

Special Entry

Persons applying for admission to a University course under Special Entry (except those applying for readmission) should obtain an application form from the Centre for Commencing Students. However, persons seeking Special Entry must also apply to VTAC unless the course comes under the Direct Applications category.

Readmission to the University

Students who are currently enrolled in an award course may apply directly to the University for admission to another course for the following semester. Students seeking readmission to the University should contact the Faculty or School administering the relevant course or Student Administration.

All other students who were previously enrolled at the University but whose enrolment has lapsed, or who have been excluded from their course because of unsatisfactory progress, may reapply for admission to the same or another course in any subsequent academic year. These students should apply using the standard procedures for that course. Such applicants for readmission to the University will have to meet the selection criteria applying to their intended course.

The selection process will take account of:

- the person's previous academic performance at the University and their commitment to complete the course; and
- whether the circumstances which led to the person's previous unsatisfactory progress or to their allowing their previous enrolment to lapse have changed or improved.

If selected for readmission such students will be subject to the course requirements in effect at the time of re-entry and may have special conditions attached to their re-admission.

Part-time Admission

Persons applying for admission on a part-time basis to Higher Education undergraduate courses and TAFE courses should follow the application procedures set out above. Where a form is to be lodged with the University as well as with VTAC, applicants should indicate their intention to study part-time on the form.

Postgraduate Courses

Masters by Coursework, Graduate Certificates and Graduate Diplomas

All persons seeking admission to postgraduate studies in the University (except for the Graduate Diploma of Education) must apply direct to the University.

Application forms for graduate certificates, graduate diplomas and masters by coursework are available from the Student Administration Admissions Office at the St Albans Campus or Faculty offices on the campus where the course is offered.

Doctor of Business Administration

Prospective students should contact the Faculty of Business and Law office at either the Footscray or City campuses for application details.

Doctor of Philosophy and Masters Degrees by Research

Those persons interested in pursuing a research degree are advised to contact the Postgraduate Studies Officer in the Faculty or Department in which they wish to study to discuss research interests and to determine the availability of suitable supervisors and facilities relevant to the proposed research.

Once the Department has confirmed that the applicant is eligible to enrol, an *Application for Enrolment Form* must be completed and lodged along with the necessary enrolment forms at Student Administration.

Direct Applications

All direct applications for admission to award courses must be on appropriate University application forms, available from the University. Telephone (03) 9919 2286 for details or via www.vu.edu.au/admissions.

Closing Dates for Applications

Applicants lodging direct applications should contact the relevant Faculty or School for closing dates. Direct applicants should note that the selection process will be facilitated by lodging application forms at the earliest possible date, with the required accompanying documentation attached.

Applicants who wish to study TAFE courses part-time must apply direct to the University using an application form available from the Admissions Office.

Selection Procedures

Applicants may be required to complete a literacy and/or numeric exercise as part of the selection procedure and may be given the opportunity to attend an interview as part of the selection procedure.

Documentation

Direct applicants currently attempting Year 11 or Year 12 subjects should lodge their applications by the due date and then send a copy of their results when they become available. Other applicants who have attempted Year 11/12 should attach a certified copy of certificates.

All persons seeking admission to a course leading to one of the above awards who did not complete VCE must support their application with documentary evidence proving they have the educational qualifications referred to in their application. All documents should be in the form of certified copies and if documents are in a language other than English, officially certified translations together with certified copies of original documents are required. The University will retain all such evidence. Original documents should never be sent but must be available on request and may be required at a later stage of the selection process (e.g. during interview).

If a direct applicant has undertaken previous tertiary studies the applicant must attach a certified copy of the full transcript of his or her academic record(s) obtained at the previous institution(s). Please do not send original documents.

Subject Credits and Advanced Standing

Credit for Previous Tertiary Studies

Students who have completed subjects or units at another tertiary institution may be granted credit for equivalent subjects in Victoria University courses. A subject credit will allow a student an exemption from a course subject, while the value of that subject will still be counted towards their award.

Applications for credit for previous tertiary study must be accompanied by certified documentary evidence of the subjects passed, together with details of these subjects for comparison with the Victoria University course. Please note that the University may seek information from the other tertiary institutions about the applicant.

Partial Exemptions

In some cases where a student is ineligible for full credit from a particular subject, partial exemption may be granted whereby the student is allowed to undertake less than the full normal study or assessment requirements to be accredited with a pass.

Where partial credit has been approved, this will be taken into account in calculating the HECS liability which the student incurs for the subject.

Course Variation by Special Approval

In cases where credit for units/subjects of a student's course is not appropriate, the Dean of the Faculty or Head of the School or Department responsible for the student's course may grant a variation to course requirements by special approval. A course variation substitutes alternative subjects of similar content and duration for subjects normally required within a student's course.

The purpose of Course Variation by Special Approval is to avoid repeating curriculum material where it is deemed that a student will not gain substantial educational benefit from one or more of the normal requirements of the course, but where the student does not meet all the criteria for subject exemption.

Application Procedure

Applicants for admission to courses at Victoria University should indicate on their application form if they wish to apply for credit. Applicants applying for credits are also encouraged to complete an *Application for Credit Transfer Form*. All such applications must be lodged before the end of the second week of the relevant semester.

Processing of applications for subject credit may take several weeks. This process will be facilitated by the applicant providing all relevant information when lodging an application.

The following documents must be included in an application:

- a completed *Application for Credit Transfer Form*. This form is available from Student Administration or the relevant Faculty;
- a copy of the applicant's academic record from the previous institution(s);

- where available, a description of the subjects as published in the *Handbook* of the applicant's previous institution, e.g. if applying for an exemption in Economics 1 at Victoria University on the basis of a pass in Economics at Monash University in 2000, the applicant should attach a copy of the subject description of the unit from the 2000 Monash University *Handbook*; and
- any other material that applicants wish to submit in support of their application.

Time Lapse Between Studies

Normally, credits for studies in a previous course of study will not be considered if studies were undertaken more than 10 years prior to the application. Courses linked to fields in which there is rapid change in technology and/or knowledge may set a maximum time limit of less than ten years. In cases where it can be demonstrated that relevant skills have been maintained and, where appropriate, updated, the above time limit restrictions may be waived by the appropriate Dean or TAFE Deputy Director on the recommendation of the appropriate Head of School or Department.

Enrolment

Enrolment enquiries may be directed to Student.Admin@vu.edu.au or to any Enrolment Management Branch office on campus. Enrolment enquiries from students studying offshore should be directed to offshoreadmin@vu.edu.au

Enrolment for Assessment

A candidate becomes eligible for assessment in a subject only when enrolled in that subject. Candidates will be considered as having entered for assessment in all subjects for which they have enrolled.

A student will be deemed to have enrolled for assessment in a subject unless such enrolment has been formally withdrawn by the specified date. Application for timely subject withdrawals must be made on the appropriate University form. Total withdrawal from a course of study must be approved by the Faculty, School or Department responsible for administration of the student's course by the specified date.

All defined fee payments must be completed before any enrolment or assessment is validated and/or confirmed by the University. The enrolment of those students who do not complete payment within the required timeframe will be cancelled. Students are notified of an enrolment cancellation by mail. A student will only be reinstated to the course where authorisation from the Faculty or TAFE School's Administration office has been obtained, a reinstatement fee and all outstanding fees have been paid.

When students enrol at the commencement of the academic year, a provisional enrolment for Semester Two is registered. It is important to note that the Faculty or TAFE School administering each course of study has the power to amend, restrict or cancel provisional semester enrolments.

Returning Students

Students who have been enrolled for the previous semester should comply with the re-enrolment requirements set down by the relevant Faculty, School or Department. Particular attention should be paid to University re-enrolment schedules.

Late Enrolment

Students must enrol in a course of study or for a subject during official enrolment periods. Where students are unable to attend the designated re-enrolment session, they should arrange for a proxy to enrol on their behalf. Students who do not comply with the enrolment and re-enrolment requirements, including the payment of relevant fees, will be required to pay a late enrolment fee and where appropriate, a reinstatement fee. Enrolment into a course of

study or subject after the third week of a semester will only be permitted in exceptional circumstances and only with the approval of the relevant Head of School or Department, or nominee.

TAFE courses have various start week dates throughout the year. Variations should normally still occur within the first three weeks of the program.

Course Transfer

An enrolled student wishing to transfer to a course of study in another Faculty, School or Department must apply for admission to the intended course of study on the appropriate form. Where this course transfer is approved, the student will be withdrawn from the previous course and enrolled into the new course.

Lapsed Enrolment

Past students of the University who are not on approved Leave of Absence (or deferment) from the University and who have not enrolled at the University for the previous semester, automatically forfeit their student place at the University and must re-apply for admission according to the procedure set down for new students.

How to Enrol

Proof of Qualifications

Admission and enrolment are conditional upon proof of stated qualifications. All claims of qualifications that have been obtained outside the University should be supported by appropriate documentary evidence, certified copies of which should accompany the application for admission. These copies will be retained by the University.

Approval of Course of Study

All courses of study (i.e. individual student's subject selection) must be approved by the faculty, school or department responsible for administration of the student's course before enrolment registration will be accepted by the University. Students should take particular note of the administrative arrangements for enrolment.

Enrolment Registration and Validation

An enrolment is registered by the University when it is appropriately approved and entered onto the University's database by an authorised officer or by a student of the University in the case of self-enrolment. Registered enrolments are not validated until all requirements relating to verification of qualifications, payment of fees and acceptance of liability under the Higher Education Contribution Scheme are satisfied.

Enrolment Forms

Until student self-enrolment is fully implemented all students commencing or continuing studies at Victoria University must complete the relevant official enrolment and statistics form(s). These form(s) must be lodged for processing within two University working days from the date the form(s) is approved and signed by an authorised officer of the relevant school or department. Failure to comply with this time limit may result in non-acceptance of the enrolment.

Victoria University is committed to protecting and maintaining the privacy, accuracy and security of your personal information and complies with the University's published privacy policies, commitments, guidelines and procedures, which conform to and support all privacy obligations that bind the University. The University is compelled by law to supply some statistics – for example, it must supply statistics to the Bureau of Statistics. Statistics supplied to outside bodies will be in the form of aggregate figures only; the outside body concerned will be unable to identify any student by name. Only the Australian Taxation Office is supplied with the names, addresses, birth dates and HECS liability of relevant students of the University.

Confirmation of Enrolment

Confirmation of course and subject enrolment will be issued to higher education students each semester and to TAFE students, upon enrolment. Students should check their enrolment details carefully and notify Enrolment Management without delay of any errors or amendments using an *Enrolment Amendment Form*.

Enrolment Amendment forms are available from Enrolment Management, Faculty, TAFE School and/or Campus offices. They may be lodged at the Enrolment Management Branch office at any campus.

Student Self-enrolment

The University is implementing a student self-enrolment system whereby students will enrol themselves in their course and subjects via a computer terminal. This self-enrolment system has been developed to determine the subjects into which a student may enrol and takes into account electives, majors, minors, streams and so on. This means that students are enrolled when they have selected their subjects through this method and paid their fees.

Student Identity Card

An identity card (ID) with your student number, photograph and signature will be issued to you at the time of your initial enrolment at the University. This card should be carried with you at all times, as you may be asked to produce it at any time.

Your card is required in the following instances:

- admission to examinations;
- re-enrolment;
- library services;
- computer centre services; and
- travel and other concessions.

Your ID number is a unique number and should be quoted on all correspondence with the University. Proof of identity is required prior to the issuing of your ID card. Cards can only be replaced by paying a fee to the Cashier and taking your receipt together with another form of photo identification to Enrolment Management Branch.

In addition, University ID cards may be used to operate photocopiers and access other services.

Complementary Enrolment

Students of Victoria University

Special arrangements can be negotiated whereby students studying toward a recognised higher education award may be given specific approval to undertake studies outside their awarding institution to count towards completion of course requirements. Such arrangements are termed 'Complementary Enrolment'.

The Director Student Affairs or nominee may approve complementary enrolment, on the recommendation of the nominee of the Dean of the relevant faculty. Approval will not be given for more than one-half of a student's course to be undertaken at another institution.

A student of the University who undertakes an approved complementary course is required on completion of the unit to provide Enrolment Management Branch with a certificate of results from the host institution, whereupon, if appropriate, a 'J' result will be recorded to signify that the complementary studies have been satisfactorily completed.

Where the host institution administers a Higher Education Contribution Scheme liability in respect of a complementary enrolment that is approved by this University to count towards completion of a course, that part of the student's subject enrolment at this University relating to the complementary studies will be exempt from HECS liability.

Students of Other Institutions

Students who have been admitted to higher education award courses at other tertiary institutions will, under certain circumstances, be permitted to undertake studies at the University to count towards completion of those courses. Admission of complementary students is subject to funding, timetabling and class size considerations, and requires the approval of the Head of School or Department responsible for teaching the subject(s) concerned.

Students of other institutions wishing to apply for complementary enrolment should obtain written approval from the Director Student Affairs (or equivalent) at their home institution, verifying their enrolment status, indicating the nature of the studies to be undertaken, and certifying that the studies, if successfully completed, will count towards the award.

Students who have produced documentation required in accordance with the previous paragraph will be exempted from payment of the General Service Fee normally required upon enrolment at the University, on the basis that they have already paid such a fee elsewhere.

Complementary students will normally be required to accept liability under the Higher Education Contribution Scheme in respect of subjects undertaken at this University. However, students should not be required to accept liability more than once in respect of any particular component of enrolment.

Enrolment Amendment and Course Withdrawal

Higher Education Students

Students wishing to reduce their study load should complete an *Application for Enrolment Amendment Form*. Students should lodge the form at an Enrolment Management Branch Office.

Students who withdraw from subjects before the census date do not incur a HECS liability for those subjects. Students who withdraw from subjects after the census date, but before the late withdrawal date, do incur a HECS liability but not an academic penalty for those subjects. Students who withdraw from subjects after the late amendment date incur a HECS and an 'N2' fail for the subject. Generally, students are not permitted to withdraw after the late withdrawal date.

Students wishing to totally withdraw from studies should complete an *Application for Course Leave of Absence, Deferment or Withdrawal Form*, obtain approval from the Faculty or Department responsible for administration of the course, and lodge the approved form at Enrolment Management. Withdrawal from subjects or courses will not automatically be permitted after 31 March in Semester 1 and 31 August in Semester 2.

If a student withdraws from enrolment at the University during the year without being granted leave of absence, it will be necessary to re-apply for admission to the course to recommence studies at any later stage. In such circumstances, re-admission is not automatic.

TAFE Students

TAFE students wishing to reduce their load or withdraw from studies should complete the appropriate form within four weeks of the course start date.

A Word of Warning

Do not leave things to the last minute. You may receive little sympathy if you approach staff during the examination period regarding a problem that has affected your enrolment status or hampered your performance throughout the semester.

If circumstances force you to 'drop' a subject, make sure you apply to withdraw from that subject at the earliest possible time and at least before the deadline specified by Enrolment Management. If you do not complete the assessment for a subject for which you are enrolled you will receive a 'Fail' grade in that subject even if you have not attended classes in that subject. You will also incur a HECS liability for the subject.

Conditional Enrolment

A student, whether a commencing or a continuing student, may be permitted to enrol subject to special conditions, provisions or requirements.

Conditional enrolment means that special requirements apply for that student in addition to the normal progression regulations of the course, for a specified period of time (whether that time is measured in terms of course stages or in terms of calendar time).

Where the University attaches conditions, and where these have been formally notified to the student, the continued or subsequent enrolment by that student serves to confirm acceptance of the specified conditions. It is customary, though not obligatory, for the University to ask the student to sign and date a statement that specifies all of the following:

- the period of time, measured either in calendar time or in terms of course stages, for which the special conditions will apply;
- that the normal progression regulations of the course will not apply to the student for the time specified above; and
- full details of the special conditions and provisions that will apply to the student during the time specified.

Conditions applicable to a student's enrolment will normally be formulated at a meeting between the student and an authorised representative of the Faculty or School. A student may, if he or she wishes, take the proposed conditions away from the meeting to consider them further. However, where this occurs the University will not be bound by the proposed conditions unless students or potential students have notified the relevant University officer in writing within three working days of the meeting of their acceptance of the conditions.

Leave of Absence (Continuing Students)

Leave of Absence, for periods of up to one year initially, may be granted by the Faculty or School responsible for the administration of a student's award course. A student must submit an *Application for Course Leave of Absence, Deferment or Withdrawal* form available from Enrolment Management or the relevant Faculty, School or Campus offices.

Undergraduate and Postgraduate Courses

A completed *Application for Course Leave of Absence, Deferment or Withdrawal* form including a recommendation from the appropriate School or Department should be approved by the Faculty or School prior to the enrolment census date for the semester in which the leave is to commence.

The Faculty or School will advise students in writing regarding the outcome of their application.

Where leave of absence is approved for Higher Education students after the relevant enrolment census date, students will remain liable for HECS contributions in respect of their enrolment in that semester.

Doctor of Philosophy and Masters by Research

Students should approach the Postgraduate Studies Unit, Footscray Park Campus for advice regarding application for leave of absence. Application forms can be obtained from the Unit or the Enrolment Management Branch.

Personal Details

Students who change their name, address or emergency contact should do this in writing by completing a *Personal Data Amendment* form available from Enrolment Management offices.

Students requiring a change of name must produce documentary evidence (e.g. marriage certificate, statutory declaration) in addition to completing a *Personal Data Amendment* form.

Fees and Charges

Fee enquires may be directed to student.fees@vu.edu.au or to any Enrolment Management office.

Students are required to pay all the fees for which they have been assessed including the General Services Fee, Building Levy and TAFE tuition fees or accept HECS liability after lodging an enrolment form. Once payment is completed the University will validate the student's enrolment.

Enrolment for any semester is not valid until all relevant payments have been made.

General Services Fee

In addition to tuition costs, students are required to pay student service and amenities fees. These fees are paid to the University to fund a variety of non-academic and general services, activities and facilities of benefit to all students.

In 2005 the General Services Fee (GSF) for students other than full fee paying students will be:

- For enrolment in higher education subjects: \$2.61 per 0.01 equivalent full-time student unit.
- For enrolment in technical and further education subjects: \$0.362 per student contact hour (SCH).
- A building levy of \$40 for enrolment at one or more of the University's Australian campuses to a maximum of \$40.00 per student.
- A building levy of \$20 for students in receipt of a youth allowance at the time of enrolment.
- A building levy of \$4 for students enrolled in Industrial Skills Training Centre part courses.

Students enrolled in any following TAFE course classification are exempt from liability to pay that part of the GSF charge that exceeds the SCHs specified below:

- VCE Students, 338 SCHs;
- Student in Traineeship & Apprenticeship Programs, 242 SCHs;
- Tuition fee concession students (AUSTUDY), 375 SCHs;
- Students exempt from Tuition Fees, 48 SCHs;
- Students enrolled in Industrial Skills Training Centre part courses, 72 SCHs.

Student enrolled in either higher education or TAFE courses for delivery by off campus mode are exempt from liability to pay any part of the GSF above \$17.

Note that the fees quoted above are subject to Council approval and may change.

PAYMENT OF FEES IS REQUIRED ON THE DATE OF ENROLMENT.

Students who are experiencing financial difficulties and are unable to complete payment of their fees on time should seek advice from Enrolment Management or the Student Services Branch.

TAFE tuition fees are levied in accordance with State Government Policy.

Exemptions

In cases of hardship, students can contact Student Services staff at your campus.

Reimbursement of Fees

Higher Education Students

Upon application, refunds (full or partial) will be granted on any of the following grounds:

- a student withdraws from a course of study at the University by the census date;
- a student changes from full-time status to part-time status within a given semester by the census date;
- a student withdraws from study in an approved course for one semester before the deadline specified for that semester.

Refunds will be processed provided that the relevant enrolment amendment form or withdrawal form has been received and authorised by the census date.

Students should apply for a refund of fees on an *Application for Refund* form where they believe they are entitled to such a refund.

The amount of the refund payable will be determined according to the date of lodgement of the *Enrolment Amendment* form at Enrolment Management or other authorised office within the University.

- **Before 31 March** – full refund
- **After 31 March but before 31 August** – refund of second semester GSF paid only
- **After 31 August** – no refund is payable unless students can show there are special circumstances in their case.

A sum of \$10.00 is retained from refunds of the General Services Fee.

TAFE Students

TAFE fees will be refunded to students who withdraw from the course within four weeks of commencement in order to take up a place at another tertiary institution.

Students who withdraw from a course within four weeks of commencement of classes for other reasons will be entitled to a refund, minus the \$57.00 minimum TAFE fee.

When withdrawal of subjects takes place within four weeks of course commencement and results in a lower tuition fee, students will be entitled to a refund.

Higher Education Contribution Scheme (HECS)

HECS Liability – To Whom Does It Apply?

A student enrolled in an accredited, non-exempt higher education course at the census dates of 31 March for Semester 1, 31 August for Semester 2, and 15 January for Semester 3, will incur a HECS liability. The liability is determined according to the study load undertaken expressed as a proportion of the normal full-time load for each students year of course.

HECS Up Front Payment Option

Students can pay all of their HECS liability up front and receive a 25% discount. Students selecting the up front payment option at enrolment for a given semester must pay their full current semester HECS liability less 25% within seven days of the enrolment registration invoice being produced.

HECS Partial Up Front Payments

Students can make a partial up front payment and defer the remainder of their HECS contribution. Students may make one payment of \$500 or more towards their HECS liability for a given semester and receive a 25% discount on the amount paid.

Deferred Payment Option

Non-exempt Higher Education students who do not wish to pay HECS up-front upon enrolment must complete and sign a *Payment Option Declaration Form* selecting the Deferred Payment method.

Under the Deferred Payment Option students must, at enrolment, either:

- provide a valid tax file number; or
- not having a tax file number or not having access to their tax file number, apply to the Australian Taxation Office (ATO) for a Tax File Number and provide it to the University before census date. Where the tax file number is not made available to the student by census date, the ATO will provide a Certificate of Application, which the University will accept in place of a Tax File Number.

Reimbursement of Up Front HECS Payments

Students who made an up front payment and who then withdraw from part or all of their semester subject enrolment before the relevant census date will normally be entitled to a proportional HECS refund.

HECS refunds will not generally be paid by the University until the enrolment confirmation period is ended—that is, before 30 April in Semester 1 or before 30 September in Semester 2.

Payment Options for New Zealand Citizens

New Zealand citizens who commenced their course of study on or after 1 January 1996 must pay their HECS contribution up front without a discount. New Zealand citizens continuing a course of study which began before January 1996 must also pay their HECS contribution up front without a discount, unless they have been a resident in Australia for a continuous period of more than two years.

Differential HECS Contributions for Commencing Students Only

Differential HECS contributions apply to students commencing a new course of study after 1 January 1997. The HECS liability for each unit depends on which of three bands the unit is classified.

Further Information

The information booklet, *HECS Your Questions Answered 2005*, published by the Department of Education, Science and Training, contains more detailed information about the scheme. Copies are distributed at enrolment and are available from Student Administration offices. Further information is also available on the following web site: www.hecs.gov.au or by calling the HECS enquiry line on 1800 020 108

Communication from the University to Higher Education Students on HECS Liability

The University will issue to each higher education student two documents about their HECS liability each semester, namely:

- An Enrolment Offer showing the student's personal details, the subjects the student is enrolled in for the current semester, the Effective Full Time Student Unit (EFTSU) value for each of the subjects, the aggregate EFTSU, the HECS liability amount and the up front payment amount for the current semester. The form will be sent or given to Higher Education students before 15 March in Semester 1, before 15 August in semester 2, in early January for Summer School and in early July for Winter School.
- A Tax Invoice and Final Statement of HECS Liability will be sent to all Higher Education students in early April (for Semester 1) and mid-September (for Semester 2). This notice will show: the aggregate EFTSU enrolment as at census date; the resulting semester HECS liability; the amount of HECS liability paid for the current semester; the amount of any HECS liability to be reported to the Australian Taxation Office; and where applicable, the amount of any refund due from the University.
- Students will have fourteen days from the date of issue of a 'Final Statement of HECS Liability' to lodge a written objection (giving reasons) at Enrolment Management. The only valid grounds for such an application are that the University has made an error in recording the students subject enrolment, in calculating the HECS liability, or in recording a HECS payment. Such applications for amendment will generally be considered before 1 May in Semester 1 and before 1 October in Semester 2. Students will be formally advised of the outcome.

Tax File Numbers

Handling of Tax File Numbers by University Staff

Tax File Numbers submitted by students or received from the Australian Taxation Office will be kept secure and confidential and no unauthorised person will be permitted access to this information.

Collection of Tax File Number Information by the University

If a student provides a Tax File Number that does not conform to the specifications provided by the Australian Taxation Office, the responsible University Officer has the authority not to accept or process the student's enrolment.

If a student fails to provide a Tax File Number or a Certificate of Application from the Australian Taxation Office by the enrolment census date, then the responsible University Officer has the authority to terminate the student's enrolment.

Postgraduate Education Loan Scheme (PELS)

The Postgraduate Education Loan Scheme is an interest free loan facility for fee-paying postgraduate students undertaking non-research courses. It is similar to the deferred payment arrangements available under HECS.

Eligibility

You are eligible for a PELS loan if you are:

- Enrolled in a fee-paying postgraduate non-research course and,
- An Australian citizen or holder of an Australian permanent visa (who meets eligibility requirements)

Loan Available

You can borrow up to the limit of your tuition fees being charged for your course each semester. You will begin repaying your loan through the taxation system once your repayment income reaches the minimum threshold for compulsory repayment.

Further Information

The information booklet, *PELS Your Questions Answered 2005*, published by the Department of Education, Science and Training, contains more detailed information about the scheme. Copies are distributed at enrolment and are available from the Enrolment Management offices.

Further information is also available on the following web site: www.hecs.gov.au/pels.htm or by calling the PELS enquiry line on 1800 020 108.

Bridging For Overseas-Trained Professionals Loan Scheme (BOTPLS)

The Bridging for Overseas-Trained Professionals Loan Scheme (BOTPLS) is an interest-free loan facility for overseas trained professionals who are seeking to work in regulated or self-regulated professions in Australia. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS) and the Postgraduate Education Loans Scheme (PELS).

Eligible overseas-trained professionals who are citizens or permanent residents of Australia wishing to meet formal recognition requirements for their profession in Australia will be able to access these loans.

Further information can be found by reading *BOTPLS, Your Questions Answered* which is available on the following web site: www.hecs.gov.au/botpls.htm or by calling the enquiry lines: 1800 020 108 for student loan issues or 1800 020 086 for recognition issues, or by contacting Enrolment Management.

Assessment

All enrolled students are eligible for assessment in each of the subjects in which they are enrolled. In most subjects offered by the University there will be more than one assessment task or component of assessment during a semester.

The components of assessment for each subject will vary but may include attendance, examinations, tests, exercises, practical tasks, essays, assignments, articles, theses or other work.

More precise details of the assessment for each subject will be provided by the School or Department Examination Board for that

subject not later than two weeks after commencement of teaching in the subject. These details will include:

- the nature of each component of assessment;
- the approximate length or extent of each of the components;
- the approximate due date for each component;
- the proportion of total marks assigned to each component; and
- the standard deduction of marks for late submission.

The Examination Board for each subject will consist usually of the Head of the relevant School or Department (as Chairperson) and the examiners for the subject. Usually there will only be one examiner for each subject who will be one of the members of staff teaching the subject. The examiner(s) will be appointed by the end of the second week in each semester. The examiners may be assisted in correcting work by assistant markers appointed by the Chairperson of the Examination Board.

The University has adopted rules in relation to assessment and the supervision of assessment. These rules form Part 1 of the Schedule to a Statute of the University (Statute 6.3.1—Assessment). A copy can be obtained from the Head Legal and Policy Secretariat, telephone (03) 9919 4022. These rules are normally reproduced by Student Affairs and displayed alongside the final examination timetable.

Assessment is available only to students of the University

Students cannot have results for an examination in a subject in which they have not formally enrolled; check carefully your Enrolment Registration and HECS Liability Statements to ensure that your enrolment is correct in every detail.

Examination Timetable

The final examination timetable is posted on University noticeboards and web site www.vu.edu.au approximately four weeks before the examination period begins. It is your responsibility to check this timetable for any clash, and to refer any clash to the either the Examinations Scheduling Officer of the Assessment & Progression Unit at Footscray Park Campus or to the Enrolment Management office on your campus.

You will *not* be given special consideration if you misread the examination timetable and miss an examination, nor will you be entitled to another examination.

No information about the examination timetable will be given by telephone.

Conduct of Examinations

Enquiries about examinations may be directed by email to examinations@vu.edu.au to the Enrolment Management office on campus.

Examination sessions will normally commence at:

- 9.30am** morning examination sessions
- 2.00pm** afternoon examination sessions
- 6.00pm** evening examination sessions

unless otherwise indicated on the published timetable.

Students will be admitted to the examination room at those times and given fifteen minutes at the commencement of the session for the purpose of reading the paper. Any variation of this practice will be notified to students in the printed timetable. As a rule, no writing, note making or marking of the paper in any way is permitted in this reading time. A member of the academic or teaching staff will be present at the beginning of each examination session at the examination venues to answer any inquiries about the question paper.

Before entering the examination room, students must ascertain their seat numbers from lists posted on noticeboards at the

examination venues and web site www.vu.edu.au. Lists are usually posted on the University web site www.vu.edu.au two days prior to the commencement of examinations. Any student who has not been allocated a seat number should report immediately to the Enrolment Management office before the commencement of the examination session.

No student may enter the examination room more than half an hour after the commencement of the session or leave the examination room until half an hour after the commencement of the session or during the last quarter of an hour of the session.

You may bring into the examination room: pens, ink, pencils, rulers, erasers and mathematical instruments (see below for use of calculators and electronic devices).

You may not bring into the examination room any book, paper or other material that has not been specifically authorised for use at that particular examination: if, during an examination, you are found to be in possession of such material, you will be reported as having breached examination rules and may face disciplinary action.

You are strongly advised not to bring to examinations any unnecessary clothing, papers, books, bags, handbags, wallets, folders, valuables or other personal items. You will not be permitted to bring into the examination room any bag, handbag, folder, pencil case, calculator case, pager or similar item. You are warned of the possibility of theft. The University accepts no responsibility for loss of or damage to any item left outside of or brought into an examination room.

You must bring your student identity card or other photographic identification such as driver's license or passport to each of your examinations. Checks will be conducted in examination venues to verify the student's identity and any discrepancies will be dealt with University Statutes.

Further information about the conduct of the examinations is given in the Rules and Regulations published with the examination timetable and on the University's web site: www.vu.edu.au.

Academic Misconduct

Students should note that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct could be excluded from the University. The period of exclusion will vary depending on the circumstance of individual cases.

The following are some of the actions which have resulted in students being found guilty of academic misconduct:

- taking unauthorised materials into an examination;
- submitting work for assessment knowing it to be the work of another person;
- improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
- disobeying any reasonable instruction of a supervisor;
- directly or indirectly assisting other students or accepting assistance from any person other than a supervisor.

Possible penalties if found guilty of academic misconduct are referred to in Statute 2.7 and include:

- a formal reprimand;
- forfeiture of the whole or part of any assessment in the subject to which the misconduct relates;
- the imposition of a fine of not more than \$500;
- suspension or exclusion from the course in which the student is enrolled.

Special Consideration

Students may apply for special consideration if their work during a teaching period or examination or other assessment has been gravely affected by illness or other serious cause.

Application must be made no later than three days after the date of submission of the assessment for which special consideration is sought. Applications seeking an extension of time to complete a component of assessment should be made to the relevant School or Department. All other applications should be made to the Executive Officer of the Faculty concerned or the TAFE Executive Officer.

Where students have been prevented by illness or other cause from making application within the three-day period they can make a late application setting out the reasons why the application could not be made earlier.

A successful application for special consideration may result in the student being allowed to undertake supplementary or further assessment.

Students will not be given special consideration for misreading the examination timetable.

Students with Disabilities – Alternative Assessment Arrangements

Students with an ongoing disability should immediately register with Disability Services in the Equity and Social Justice Branch of the University once enrolled in their course. Students with a temporary disability, which puts them at a disadvantage in written examinations, should advise the Faculty or TAFE Executive Officer and also register with Disability Services at the beginning of the semester of study or immediately after their disability is known to discuss alternative arrangements for examinations.

Alternative assessment arrangements could include extra time, a separate room or use of adaptive equipment in examinations.

Use of Linguistic Dictionaries

Students may apply to use an English language dictionary in an examination during the first two years of enrolment in the University if:

- the student has arrived from a non-English-speaking country within the last five years;
- the student has regularly attended an approved program designed to improve their language skills.

These are general guidelines only and criteria may vary with individual subject assessment requirements. An *Application to Use a Dictionary Form* is available from Enrolment Management offices and must be presented together with a dictionary registered with Enrolment Management. The concerned lecturer must then approve this form. After the completion of this process, students are required to bring this form along with the dictionary to the examination venue.

Use of Electronic Linguistic Dictionaries

The use of electronic linguistic dictionaries is not permitted.

Use of Computers and Electronic Calculators

Faculties, Schools and teaching Departments are responsible for determining which materials will be allowable for use in examinations. Students should refer to individual subject guides for details about the use of calculators and electronic devices. Generally, students will be allowed to bring into an examination room only pens, pencils and non-electronic mathematical instruments unless otherwise specified in the subject guide.

Further Assessment

Before the results of assessment for any component of assessment are published, the examiners may administer a further component of assessment to resolve any doubts as to whether a student has reached the required standards, or about the grade to be awarded to the student.

This means it is vital that students ensure they can be easily contacted between the time a component of assessment is completed and results are published.

Notification of Results

The final results for any subject will not be officially notified to students before the completion of assessment in that subject and their formal publication.

No information regarding results will be given by telephone.

A further component of assessment – oral, written or practical – may be administered by the examiners in any subject at short notice and before the publication of results. Students should therefore ensure that they can be easily contacted until the publication of results.

Review and Reports

Students may apply to have an assessment of any work re-marked or to be given a report on their assessed work. These applications may be subject to a fee.

Applications must be made to the Chairperson of the relevant Examination Board within seven days of the day upon which the results of assessment were published or become available for collection.

Students will be notified of the results of any review of their work.

Subject Assessment and Grading

Grades for Year 2005 are as follows.

Division 1 – Grades For Assessed Subjects (including theses)

A: Grades for Honours subjects, theses and subjects taken in Postgraduate courses, Honours Years, Honours Degrees, Degrees with Honours and Degrees of Master, assessed as a whole.

<i>Grade</i>	<i>Definition</i>
H1	First Class Honours, 80–100%
H2A	Second Class Honours, Upper, 70–79%
H2B	Second Class Honours, Lower, 60–69%
H3	Third Class Honours, 50–59%
N	Fail, 0–49%
S	Ungraded Pass

B: Grades for other subjects

Grade	Definition
HD	High Distinction, 80–100%
D	Distinction, 70–79%
C	Credit, 60–69%
P	Pass, 50–59%
N1	Fail, 40–49%
N2	Low Fail, 0–39%
S	Ungraded Pass*
U	Ungraded Fail

C: Competency Based Grades (TAFE)

Grade	Definition
CC	Achieved Outstanding Competency
CP	Achieved Competency – Highest Grade Awarded
PP	Achieved Competency
NN	Competency Not Achieved

D: Codes For Incomplete Assessment

Code	Definition
X	Continuing Subject
L	Not yet Assessed – Special Cause**
RO	Result Outstanding

Note: *The grade 'Recognition of Prior Learning' also appears as 'S' Ungraded Pass.

**An L grade is required to be converted to a final result within one semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a fail - Higher Education subjects only.

E: Additional Codes

Code	Definition
SC	Satisfactory Completion of Class Hours
UC	Unsatisfactory Completion of Class Hours
SE	Subject Exemption
E1	Exempt Semester 1 (full year subject)
E2	Exempt Semester 2 (full year subject)
CE	Joint Course/Complementary Enrolment (Result issued by other Institution)
WT	Withdrew – Transferred
WN	Withdrew – Failed
WD	Withdrew – Without Academic Penalty
WL	Withdrew – Late*
VC	VCE
TA	TAFE Preparatory Assistance

* The WL grade applies for Higher Education students who withdraw after week 7 of the relevant semester until the last day of the teaching period and requires faculty approval.

Course Assessment and Grading

Special provisions are made on a course-by-course basis for students who encounter difficulties with academic progress. The provisions for Stage Completion and Faculty Passes detailed below should be read in conjunction with the course-specific progress regulations that appear in the Faculty Details of Courses.

Stage Completion

Some courses are formally divided into stages. These are identified in the details of courses.

Following final assessment in all subjects within a course semester, course year or other defined course stage, a student may receive a stage grading as follows:

- stage completed, all subjects passed;
- stage completed by compensation.

Stage completion by compensation will only be granted to a student who, though not passing all individual subjects, has aggregated grades above pass level and at a standard appropriate for progression to the subsequent course stage. Stage completion by compensation is not a pass in the subject and might not be recognised by all appropriate professional bodies.

Procedures for stage gradings in particular courses are as recommended by academic course departments or faculties and approved by the University.

Faculty Pass (Higher Education Courses Only)

Faculty passes are only available to students who were enrolled in the University in 1991 and who have not since then discontinued their studies (other than by taking approved leave) or changed their course.

A Faculty Pass may be awarded to a student who has passed (at P grade or better), all but one of the units (subjects) required to complete their higher education course and qualify for the relevant award.

The mark in the outstanding subject must not be less than N1.

The student must have gained sufficient marks in the subjects passed within the award to compensate for the shortfall of marks in the failed subject.

The award of a Faculty Pass shall not be interpreted as a pass in the given subject.

A Faculty Pass will not be awarded in respect of a subject that is a prerequisite for another subject.

Students who have passed all but one of the subjects required to gain an award, and who have been issued an N1 grade in the outstanding subject, may apply for a Faculty Pass by writing to the Faculty responsible for administering the course, clearly stating the basis of their entitlement to such a Pass.

The Pass is awarded at the discretion of the Dean of the Faculty administering the course in which the student is enrolled.

Requirements for Granting of Awards

The policies set out below represent the basic rules relating to the granting of a University award. Additional rules or requirements set by the Faculty are included in the Faculty section of this *Handbook*.

Partially Completed Courses

Where a student enters a University course by transfer from incomplete studies at another institution, that student must complete at least the final full-time year (or equivalent) of the course to qualify for the University award. This applies to all courses that are longer than one year of equivalent full-time study in duration.

This means, for example, that a student entering a three-year course having previously completed over two years of a comparable award at another institution can receive, at a maximum, two years' advanced standing in the Victoria University course.

Completed Courses – Maximum Advanced Standing

A student with a completed award must complete, at a minimum, the equivalent of at least one year's full-time study in order to qualify for any subsequent University qualification at a comparable level.

Maximum Time for the Completion of Awards

To be eligible for the award of a Degree, Diploma, Associate Diploma, Advanced Certificate or Certificate, a student is required to complete all course requirements within the course progression regulations within the University. maximum periods of time, unless such provision is specifically waived for that student by the University.

Maximum times for completion of awards are as follows:

- Certificate 5 years
- Advanced Certificate 5 years
- Associate Diploma* 8 years
- Undergraduate Diploma 10 years
- Undergraduate Degree of 3-years duration full-time 10 years
- Undergraduate Degree of 4 years duration full-time 10 years
- Graduate Diploma 6 years
- Graduate Certificate 3 years

*Including time taken to complete preliminary Advanced Certificate year where applicable.

The time periods are taken from the beginning of the first semester for which the student was enrolled in the course, until the completion of all course requirements, and may include time elapsed due to deferment, suspension or voluntary withdrawal from the course.

Note: The maximum completion times apply in the absence of specific course requirements. For specific courses, shorter maximum time periods can be specified, and where this is the case, the shorter time limit will apply.

Academic Progression

Unsatisfactory Progress

The demand for tertiary study places exceeds the number of places available. Every year a considerable number of applicants fail to gain entry to the University. It is assumed that every person selected into an award course has the capacity to succeed. However, if students do not progress satisfactorily, they will be asked to show cause as to why they should be permitted to continue in the course.

An important aim of the University is to assist its students to succeed. Therefore, students should make use of the free counselling services provided if they are encountering problems or difficulties that are affecting their studies. These difficulties could include problems in organising time, financial difficulties, personal problems or difficulties in writing and presenting assignments and essays.

On the recommendation of the relevant Faculty or School, the University may specify academic progression rules for each individual course. Students should carefully read the progression rules relating to their course of study as detailed in the relevant section of the *Handbook* or in course regulations.

A student who fails to make satisfactory progress in a course of study is liable for exclusion from that course. This applies where a student does not achieve a satisfactory performance on a component of assessment, fails to attend without good reason for the performance of a component of assessment, or does not perform a component of assessment. In these cases, the relevant Faculty, School or Department, after investigating the circumstances and allowing the student to be heard, either personally or through a representative, may notify the student in writing that he or she has made unsatisfactory progress in a subject.

In addition to notifying the student of unsatisfactory progress, the relevant Faculty or School may also notify the student that it intends to make a recommendation to the Academic Board or the Board of TAFE that the student be excluded or suspended from the course or only be allowed to continue under certain specified conditions. As a general policy, the following will form part of all award course progression regulations within the University.

Students may not:

- enrol in any sequential subject without having passed all prerequisite subjects; or
- enrol in any unit with a co-requisite subject without having either previously passed the co-requisite subject or enrolling simultaneously in the co-requisite subject.

In reaching its decision about what action should be recommended with respect to unsatisfactory progress by a student, the faculty or school may establish one or more committees to consider the circumstances and hear any submission that a student wishes to make.

After receiving a recommendation from a faculty or school, the Academic Board or the Board of TAFE, as appropriate, may exclude or suspend the student from a course.

Alternatively, the relevant Board may specify the conditions under which the student may continue in a course.

Special arrangements will apply to doctoral students and students undertaking masters degrees by research who should seek advice on those arrangements from their supervisors.

Any student who is notified of unsatisfactory progress should seek assistance from Student Services staff or the Student Union at the earliest opportunity.

Discipline

The University will act to protect good order and the rights of individuals within its confines. To this end, a formal process will be followed to deal with any alleged breach of discipline or misconduct.

The University operates within the provisions of a Statute dealing with discipline (Statute 4.1—Discipline). The full text of this Statute is printed in the Calendar.

Plagiarism

Paragraph 11(3)(d) of the Schedule to Statute 6.3.1—Assessment states that a student shall not, during or in connection with the performance of any component of assessment, submit, or represent the whole or part of published or unpublished material, written or prepared by some person or persons other than that student, as being the work of that student.

Any student committing a breach of this rule shall be guilty of a disciplinary offence and all further proceedings will be conducted in accordance with Statute 4.1—Discipline, and Statute 2.7—The Discipline Committee.

Procedures Relating to the Graduation of Students from Award Courses

This information relates to graduation from Certificate, Advanced Certificate, Associate Diploma, Diploma, Advanced Diploma, Bachelors, Graduate Certificate, Graduate Diploma, Masters and Doctoral awards of the University.

Upon satisfying all the requirements of an award course a student is regarded as a graduand and is eligible to become a graduate. When you have completed or nearly completed a course you are required to submit an Application for an Award form. You can apply online through *myVU* at <http://myvu.vu.edu.au>. Alternatively, forms can be collected from and handed in at the Enrolment Management office at any campus of Victoria University or downloaded from the University web site and sent directly to:

Centre for Graduating Students and Education Abroad

Telephone: 61 3 9919 2846
 Fax: 61 3 9919 2853
 Email: graduate@vu.edu.au
 Web site: www.vu.edu.au/graduation
 Located Room 4C, 141, St Albans Campus.

Forms must be submitted before the set closing date.

Graduation ceremonies in 2005 are scheduled as follows:

- 16 February 2005 Hong Kong
- 20 February 2005 Malaysia

Applications close 15 October 2004

Attendance closes 28 January 2005

6 to 10 June 2005

Melbourne Convention Centre

Applications close 17 January 2005

Attendance closes 6 May 2005

2 to 4 November 2005

Melbourne Convention Centre

Applications close 19 August 2005

Attendance closes 30 September 2005

A graduation fee and guest ticket charge applies if you decide to attend a graduation ceremony.

Academic Dress

The wearing of academic dress on ceremonial occasions is one of the traditions that is attached to universities. Victoria University has based its academic dress on the basic style of Oxford. It consists of a gown, a cap or bonnet, and a hood which represents the discipline of the degree.

Certificants: A black gown and black cap together with a black stole faced in tangerine.

Diplomates and graduate certificants: A black gown and black cap together with a black stole faced in the discipline colour.

Bachelors: A black gown and black cap with a black hood half lined with the discipline colour. The hood for the honors degree also has a white band on the edge of the hood.

Masters: A black gown and black cap with a black hood fully lined with the discipline colour.

Discipline colours:

Ruby	Arts
Ultramarine	Business or Business Administration
Cherry	Education
Silver Grey	Engineering
Old Rose	Health Science
Parchment	Law
Pansy	Music
Buff	Psychology
Spectrum Green	Science or Applied Science
Gold	Social Work

Doctorates: A black bonnet with a gold cord and scarlet gown with a facing of the discipline colour and black hood fully lined in the discipline colour as follows:

Adonis Blue	Doctor of Business
Cherry	Doctor of Education
Graphite	Doctor of Engineering
Pearl White	Doctor of Laws
Ruby	Doctor of Letters
Sapphire	Doctor of Philosophy
Old Gold	Doctor of Psychology
Spectrum Green	Doctor of Science
Sky Blue	Doctor of the University

The academic dress for indigenous Australians is the habit of their award together with a calf length black and red silk stole that has gold tassels, a map of Victoria in gold silk and 'Victoria University' embroidered in gold on the left end of the stole, and the sun in gold silk and 'Ngaga Jindi Woraback' embroidered in gold on the right end of the stole.

Credit Points

The credit point system provides a uniform basis for establishing subject relativities and values within a course. The objectives of the credit point system are to:

- simplify and standardise the relativities and values within a course in relation to EFTSU and Higher Education Contribution Scheme (HECS) calculations;
- provide a uniform measure of total student workload across all higher education programs; and
- allow students to make informed judgements on their likely workload in subjects across various disciplines.

What is a credit point value?

The value of a credit point is determined by the total student effort involved in the completion of a subject and includes private study hours, tutorial or laboratory work, library and research work together with formal class contact hours. The credit point value of a subject reflects its academic weight and the total amount of effort relative to other subjects within a course. There is no link between credit points and contact hours.

What type of credit point system?

The University has introduced a standard course value system of credit points. This means that all courses within the higher education sector of the University will have the same number of credit points for each year of a course.

How many credit points?

The University has adopted a system of 120 credit points for each year of a course. Thus a three-year degree program will equal 360 credit points, a four-year degree 480 credit points and so on.

How can I identify my enrolment load?

0–44	credit points per semester will equal a part-time load
45–60	credit points per semester will equal a full-time load
0–90	credit points per year will equal a part-time load
91–120	credit points per year will equal a full-time load

EFTSU

All universities are required to calculate individual student enrolment load per year of a course. The Department of Education, Training and Youth Affairs expresses the value of an enrolment load as a percentage of 1, which is considered to be the total value of a standard, full-time course load. This unit of measurement is referred to as an Equivalent Full-Time Student Unit or EFTSU.

For example, a part-time student may record an EFTSU value of 5, indicating that the load for which the student is enrolled carries a value equivalent to half the standard student load for that course.

Services Available to Students

Student Career Development

Student Career Development provides an innovative range of services to students of Victoria University. These services include:

- Careers Counselling;
- Careers Education Programs;
- Employment Services;
- Careers Resource Centres;
- Online Careers Resources – web site: www.vu.edu.au/careers;
- Web-based job vacancy service – www.vu.edu.au/careers/employment

Careers Counselling appointments are available for students from all campuses by phoning (03) 9919 4944.

Careers Education Programs

These include job seeking skills workshops, Employability Skills Challenge, Young Achievement Australia, mentor programs, in-class programs, Student Portfolios. Visit www.vu.edu.au/careers to see what's on this month!

Employment Services

The on line jobs board is accessed through www.vu.edu.au/careers/employment. Register on the site now for automatic notification of jobs in areas that you specify.

The Graduate Employment Stakes is a careers fair for final year students held in March each year. Its free, its easy, and the employers come to you. Some employers also arrange campus visits. Watch the web site for details.

Resume checking by email

Email your resume to careers@vu.edu.au for feedback.

Where are we?

Footscray Park: Building M, level 4.

All other campuses: co-located with Student Support.

Children's Services

Victoria University has Children's Centres located on five campuses – Footscray Nicholson, Footscray Park, Newport, St Albans (Jindi Woraback) and Werribee. In addition, there is a preschool located on the Melton Campus.

Each Centre provides educational programs which respond to the children's social, emotional, physical, cognitive and creative needs. Nutritious meals and snacks are provided for the children throughout the day. All of the University Children's Centres have been assessed as providing the highest level of care by the National Childcare Accreditation Council.

All Centres provide a funded and integrated preschool program with a qualified Early Childhood (Kindergarten) teacher.

Families using the University's Children's Centres are eligible to apply for Child Care Benefit (CCB) through the Family Assistance Office (FAO) – formerly Centrelink. The FAO is responsible for assessing family income and determining the percentage of Child Care Benefit families receive. For further information please contact your local Family Assistance Office.

City Flinders, City King and City South Melbourne Campuses

Telephone: (03) 9919 4098

For further information on finding suitable childcare, telephone the Manager, Children's Services, on 9919 8801.

Footscray Nicholson Campus

Telephone: (03) 9919 8698

The Footscray Nicholson Campus Children's Centre is located on the Ground Floor, Hoadley Building, Albert Street, Footscray. The Centre caters for a maximum of 39 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

Footscray Park Campus

Telephone: (03) 9919 4578

The Footscray Park Campus Children's Centre is located at 8 Geelong Road, Footscray. The Centre caters for a maximum of 37 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

Jindi Woraback Children's Centre (St Albans Campus)

Telephone: (03) 9919 6855

The Jindi Woraback Children's Centre is located at the Willis Street entrance of the St Albans Campus and is operated by a Management Committee consisting of representatives from the University and parents. The Centre caters for a maximum of 115 children aged from two weeks to six years on a full-time (weekly), daily, sessional (half day) basis. The Centre is open from 7.00am to 6.00pm, Monday to Friday and offers a funded preschool program.

Melton Campus

Telephone: (03) 9919 7500

The Brookfield Preschool operates from the Melton Campus Children's Centre and is located at the Wilson Road entrance of the Campus. The Centre offers sessional kindergarten programs for three and four-year-old children.

Newport Campus

Telephone: (03) 9919 8476

The Newport Campus Children's Centre is located in Building K, Champion Road, Newport. The Centre caters for a maximum of 40 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday. The Centre provides a funded preschool program incorporated within the educational program.

Werribee Campus

Telephone: (03) 9919 9568 or (03) 9919 8098

The Werribee Campus Children's Centre is located in Hoppers Lane, Entrance Gate 1, Building 9, Werribee. The Centre caters for a maximum of 45 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis.

The Centre is open from 7.15am to 6.15pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

Graduating Students

The Centre for Graduating Students and Education Abroad processes all sealed awards for the University. When you have completed or nearly completed a course, you are required to submit an *Application for an Award* form. You can apply online through *myVU* at <http://myvu.vu.edu.au>. Alternatively, forms can be collected from and handed into the Enrolment Management Office at any campus of Victoria University or downloaded from the University web site. The organisation of graduation ceremonies, both onshore and offshore, is also the responsibility of this centre.

Centre for Graduating Students and Education Abroad

Telephone: 61 3 9919 2846

Fax: 61 3 9919 2853

Email: graduate@vu.edu.au

Web site: www.vu.edu.au

Located Room 4C, 141, St Albans Campus

Optometry and Dentistry

Optometry and dental services through local agencies. All enquiries should be directed to the Victoria University Student Union Resource Centres

Health Practice Units

The Faculty of Human Development operates Health Practice Units at the St Albans and King St. Campuses and at CERES in East Brunswick. These Units offer acupuncture, massage and herbal medicines to the university community and general public. Low fee structure. Phone (03) 9919 2625.

Independent Access: Students with Disabilities

Students with disabilities have access to disabled parking, library resources and equipment including support staff, faculty and department contact officers, and educational assistance through the Student Learning Unit. Students requiring in-class supports, teaching accommodations and/or applications for alternative assessment arrangements for examinations need to register with Disability Services (DS) in the Equity & Social Justice Branch. Students must register with DS each year, and as early as possible, to ensure adequate supports and up to date information and resources are available. A Disability Resource Room is located at St. Albans campus providing access to adaptive technology as well as services such as the transcribing of text into electronic or Braille format.

Further information, registering and advice can be obtained by contacting Disability Services in the Equity and Social Justice Branch on (03) 9919 2193 or via email on disability@vu.edu.au.

Students with disabilities seeking services such as personal and vocational counselling, careers advice, accommodation, chaplaincy, financial advice and scholarship information need to contact Student Support (see section below).

Orientation

The Orientation Festival is an annual event held at the beginning of Semester 1 each year. During the festival, a wide range of events are organised to provide opportunities for students to meet each other and to gain an awareness of the activities and services provided by the University.

An Orientation Information satchel is provided for new students including the *The Survival Guide* which includes information about the services available to students and a range of other extracurricular activities. Further information can be obtained at www.vu.edu.au or www.vustudents.org.au

Moondani Balluk (Indigenous Services)

Support for Aboriginal and Torres Strait Islander people is available through the Equity and Social Justice Branch. The two main aims of Indigenous Services is to fully support self determination and self management for Aboriginal and Torres Strait Islander people, families and community organizations; and to increase the access, participation, success and retention rates for Australian Indigenous people in the University's programs.

Moondani Balluk staff can assist students with course advice, Abstudy, academic support, employment and careers advice, social support, housing, counselling and discrimination advice.

Further information is available from Moondani Balluk, telephone (03) 9919 2836, or email Moondani.Balluk@vu.edu.au

Student Support

Student Support provides services to students in a variety of ways. Staff provide academic support, personal and vocational counselling, financial counselling, housing and health services.

Student Support offices are located on most campuses and are open Monday to Friday during normal working hours, or after hours by appointment. For further information contact Footscray Nicholson campus on (03) 9919 8801, Footscray Park campus on (03) 9919 4418, St Albans campus on (03) 9919 2399 or visit our webpage: www.vu.edu.au/ss

Accommodation

The University Student Housing Service assists student with locating, securing and maintaining suitable accommodation. The Student Housing Database, including current accommodation listings, is on the Internet. The 'Housing Web' can be located at <http://www.vu.edu.au/ss/housing/> and holds a current listing of all accommodation offered to the University. The Housing Web also provides a wide range of tenancy rights information and also other information such as Real Estate Agent lists and Student Village information. It provides links to a wide range of appropriate housing-related services including Share Accommodation, Public Transport and Emergency Housing Services. Accommodation offers can be placed directly onto the Housing Web.

The Housing Officer is based at Footscray Park Campus and can provide tenancy advice and referral as well as assistance with general housing information. At other campuses, Student Support staff can assist with accommodation inquiries. For further information, contact the Housing Officer on telephone: (03) 9919 4420 or e-mail housing@vu.edu.au

Chaplaincy

Contact Student Support for information about spiritual support in the community.

Counselling – Personal

Counselling can help students optimise their emotional, social and academic well being. Students are invited to discuss any personal, family or relationship matters with one of the counsellors. Some examples of issues discussed include loneliness, difficulty adjusting to life at the University, relationships, sexuality, family difficulties, grief and loss, self-confidence and anxiety. Counselling can be contacted by telephoning (03) 9919 4418 or (03) 9919 2399.

Financial Advice

Financial advice is available to students experiencing financial difficulties. As well as helping students to work out ways of budgeting and planning, the financial advisor/counsellor can assist with claims for Centrelink payments and fee extensions.

Other assistance includes emergency relief, rent assistance and various forms of Centrelink benefits.

Youth Allowance/Austudy/PES Applications

The Youth Allowance/Austudy/Abstudy schemes provide assistance to Australian citizens and permanent residents who are enrolled in approved courses at universities, TAFE institutes and other approved institutions in Australia. (Generally, Youth Allowance is for persons up to age 25, Austudy for students over 25). Abstudy is a payment for Aboriginal and Torres Strait Islander students. The Pensioner Education Supplement (PES) is an additional payment available to students on certain Centrelink payments.

Assistance is subject to a means test and to certain conditions, including a minimum study load. Part time students under 21 years of age should note there is a provision for the payment of Youth Allowance for the sum of other approved activities such as job seeking, volunteer work, or training in addition to part time study. Ask the financial advisor/counsellor or seek a Centrelink interview.

A student who is eligible and qualifies for assistance may receive a living allowance and under special circumstances a fares allowance and rental assistance. Students may also apply for a Centrelink Advance Loan – an amount of up to \$500.00 advance on future instalments, recovered over 6 months; this can only be done once in a calendar year.

Claim forms for Centrelink student payments are available on Campus, at secondary schools and Centrelink offices. Students are advised to lodge their initial claim with the nearest Centrelink office as soon as they enrol or re-enrol. Payees continuing in their current course will not have to submit another claim, but should return the Review Form sent to them within the stipulated time. Note that there is no provision for back pay if a student is not currently receiving benefits. It is important that an application for Austudy/Youth Allowance/Abstudy be lodged as soon as possible.

Loans

Student Support administers a loan scheme for enrolled students of the University who can demonstrate a genuine need. Loans are available for the purchase of books, computers and other course related materials, medical expenses, housing expenses and other purposes in accordance with the Student Loan Fund Policy.

Application forms and information sheets are available on campus from Student Support on most campuses.

Prayer Rooms

Prayer rooms are available on most campuses. Visit our web site for room locations: www.vu.edu.au/ss

International Student Support

Two International Student Advisers provide services and programs such as Orientation and Return Home for international students in Higher Education. They are also available to provide individual assistance and support.

TAFE International services are available at the Footscray Nicholson Street Campus, telephone: (03) 9919 8517.

Services for AusAid sponsored students are available through Footscray Park Campus, telephone: (03) 9919 4780

Further information is available at Footscray Park Campus, telephone: (03) 9919 4777, St Albans Campus, telephone: (03) 9919 2399 or City Flinders Campus, telephone: (03) 9919 1159.

Further information relevant to International students is available from the International Branch at City Flinders Campus, telephone: +61 3 9919 1164.

Health Advice

There are two health advisors (nurses) at the University. Typical issues that people consult the health advisors about include:

- General health and wellbeing;
- Lifestyle issues;
- Women's health;
- Drug use issues;
- Men's health;
- Nutrition;
- Chronic illnesses;
- Family planning and sexual health;
- Pregnancy testing;
- Assistance with injuries and dressings;
- Vaccinations (at Footscray Park Campus).

The health advisors can also be contacted through Student Support on (03) 9919 4418.

Medical Centre

A Medical Centre is located at Student Support at the Footscray Park Campus in Building M, Level 2. Doctors consult on a sessional basis Monday to Thursday during Higher Education teaching time. All consultations are bulk billed on presentation of a Medicare card. For international students the Medical Centre bills Medibank Private direct. This means international students do not have to pay after their consultation provided they have their current Medibank Private card with them and they fill out a claim form at the Medical Centre. For appointments phone Student Support on (03) 9919 4418 or drop in to Student Support.

Drug Education

Substance use and abuse is an issue of considerable concern in the general community. The University has a drug education officer who can provide information on drug related issues and provide advice on how to find treatment and counselling services in the community. Education sessions on these issues can be organised for groups of students by contacting the drug education officer on (03) 9919 8886.

First Aid

There are first aiders on all campuses of the University. Lists of first aiders are on the intranet homepage: <http://intranet.vu.edu.au>

First aiders are only to be contacted in more urgent or emergency situations. Examples of the sorts of things you might contact a first aider for include:

- bleeding cuts;
- burns;
- joint injuries;
- suspected fractures;
- sudden illness;
- collapse.

If a situation is life threatening, contact the Ambulance (0) 000 first. Be careful to state your location and the nature of the emergency. If possible have someone meet the paramedics at an easily accessible point.

Health and emergency centres close to each campus are also listed.

Student Learning Unit

The Student Learning Unit (SLU) forms part of the Centre for Educational Development and Support (CEDS).

The CEDS SLU provides free English language, Maths, Science and academic skills support for students at Degree level and above.

Support is provided in the ways described in the following paragraphs.

Subject-Linked Classes

Certain subjects seem to present students with particular difficulties in the area of researching, academic reading and writing, oral presentation and/or other academic skills.

CEDS SLU staff conduct support classes linked to these subjects which focus on the academic skills needed for successful completion of the assessment tasks in that subject. Classes are also offered on a similar basis in some areas of Maths such as Business Statistics, and in certain science subjects.

Further information about these classes is available from subject guides, subject lecturers, the CEDS SLU web site or directly from the SLU main office.

Discrimination and Harassment

The University has a network of Equity Advisers available to assist students who think they may have been discriminated against or harassed on the grounds specified in Commonwealth and State anti-discrimination legislation. The list is available from the Equity and Social Justice Branch on ph (03) 9919 2193, on the internet at www.vu.edu.au/equity or via email equity@vu.edu.au

General Classes

CEDS SLU staff also conduct some general classes such as Reading and Writing for Engineering Students, and Summer and Winter Schools which are open to all students.

Individual Appointments

Postgraduate students may make individual or small group appointments to discuss their essay or thesis work. A very limited number of individual or small group appointments is available for undergraduate students who would like assistance with academic skills in some particular subjects where there is no linked CEDS SLU class.

Email Consultations

Students may consult a CEDS SLU lecturer about their work using email. However students should discuss this with the lecturer involved before sending work. Lecturers will comment on work, but not correct it.

Further Information

Contact Kim Borg or Bernadette Trickey CEDS Administrative Officers, on (03) 9919 4744.

Sport and Recreation Facilities and Services

A range of sport, recreation and fitness facilities and services are provided by the University including:

- fitness centres at Footscray Park, St Albans, Sunbury and Werribee campuses;
- twenty-five metre swimming pool at the Footscray Park campus;
- first-class athletics track and rugby field at the Werribee campus;
- multi-purpose sports halls at Melton, Footscray Park and Footscray Nicholson campuses;
- tennis courts at Werribee, Footscray Park and St Albans campuses.

Sporting equipment is available from the sport and recreation facility on your campus.

Programs and services include:

- Orientation Festival including Host Day, the 'O Party' and a range of campus events including free entertainment, food, stalls, clubs and sport information;
- sporting opportunities including club sport, campus sport, cross campus and representative competitions;
- major events including parties, club nights and balls;
- trips and tours including learn to surf, skiing trips, Great Ocean Road tour, Phillip Island tour and a ten-day trip to Central Australia;
- regular campus entertainment including performers, film screenings, club events, information days, free food and stalls;
- clubs and societies including social interest, cultural, faculty and course-based groups;
- student competitions such as the Diary Cover Competition, National Campus Band Competition and Art Prize.

For further information go to www.vustudents.org or pick up a *Sport and Recreation Handbook*.

Student Organisations

The peak student body for the University is the Victoria University Student Union Inc (VUSU Inc). Under this umbrella there are a number of sections including the International Students Association and the Victoria University Postgraduate Association.

City Flinders

Student Union Office (03) 9919 1427

City King

Student Union Office (03) 9919 7831

Footscray Nicholson

Student Union Office (03) 9919 8534

Footscray Park

Union Reception/

General Enquiries (03) 9919 4360

Resource Centre (03) 9919 4302

Melton

Resource Centre (03) 9919 7551

Newport

Resource Centre (03) 9919 8474

St Albans

Student Union Office (03) 9919 2706

Resource Centre (03) 9919 2638

Sunbury

Resource Centre (03) 9919 3206

Sunshine

Student Union Office (03) 9919 7126

Werribee

Resource Centre (03) 9919 8206

Travel Concessions

Rail and bus concession application forms are available at the start of each academic year from VU Student Union (Resource Centres).

Courses at Victoria University in 2005

This section lists all the courses offered by Victoria University in higher education and TAFE.

Note: All courses are offered subject to confirmation of funding and authority to conduct, and minimum enrolment levels. List correct as at October 2004.

Undergraduate Courses and Programs

Campus codes:

B=Sunbury

C=City Flinders

D=China

E=Echuca

F=Footscray Park

G =Renim University of China

H=Hong Kong

I=Internet

J=City King

K=Kuala Lumpur

M=Melton

O =Off campus

P=Singapore

Q=Queen Street

S=St Albans

W=Werribee

3=Bangladesh

DB= CUFE, China

D2=Shenyang, People's Republic of China

D8=Tianjin, The People's Republic of China

D7=Renmin University, Beijing, China

DE=Harbin University, China

23=Kasetsart University, Thailand

71=Alpha Beta Colleges, Sydney

Faculty of Arts

	<i>Campus</i>	<i>Full-time</i>	<i>Part-time</i>
Generalist Degree Programs			
Bachelor of Arts – Footscray	F	Y	Y
Bachelor of Arts – St Albans	S	Y	Y
Specialist Degree Programs			
Bachelor of Arts (Advocacy & Mediation)	F	Y	Y
Bachelor of Arts (International Community Development)	S	Y	Y
Bachelor of Arts (Community Development)			
– Australian Stream (3rd year only)	S	Y	Y
Bachelor of Arts (Computer Mediated Art)	S	Y	Y
Bachelor of Arts (Criminal Justice Studies)	F	Y	Y
Bachelor of Arts (Human Services)	S	Y	Y
Bachelor of Arts (International Studies)	F	Y	Y
Bachelor of Arts (Legal Studies)	F	Y	Y
Bachelor of Arts (Multimedia)	S	Y	Y
Bachelor of Arts (Performance & Multimedia)	F	Y	Y
Bachelor of Arts (Professional Writing)	S	Y	Y
Bachelor of Communication (Public Relations)	S	Y	Y
Bachelor of Multimedia Systems	K	Y	Y
Bachelor of Psychology (Arts stream)	F	Y	Y
Bachelor of Psychology (Interpersonal & Organisational)	S	Y	Y
Bachelor of Social Work (Preliminary Year)	S	Y	Y
Bachelor of Social Work	S	Y	Y
Bachelor of Science(Psychology)	S	Y	Y
Combined Degree Programs			
Bachelor of Arts (Asian Studies)/			
Bachelor of Business (International Trade)	F	Y	Y
Bachelor of Arts (Psychology)/			
Bachelor of Business (Human Resource Management)	F	Y	Y
Bachelor of Arts/Bachelor of Science	S	Y	Y
Bachelor of Arts/Diploma of Liberal Arts	F	Y	Y
Bachelor of Exercise Science & Human Movement/			
Bachelor of Psychology	F	Y	Y
Bachelor of Business (Electronic Commerce)/			
Bachelor of Arts (Multimedia)	F	Y	Y
Bachelor of Business (Marketing)/Bachelor of Psychology	F	Y	Y
Bachelor of Business (Tourism Management)/			
Bachelor of Arts (Asian Studies)	F	Y	Y
Bachelor of Engineering/Bachelor of Arts	F	Y	Y
Bachelor of Laws/Bachelor of Arts	F	Y	Y
Bachelor of Science / Bachelor of Psychology	S	Y	Y

Honours Programs

Bachelor of Arts (Honours)	S,F	Y	Y
Bachelor of Arts (Honours) Computer Mediated Art & Multimedia	S	Y	Y
Bachelor of Arts (Honours – Psychology)	F	Y	Y
Bachelor of Multimedia Systems (Honours)	F	Y	N
Bachelor of Psychology (Honours)	F	Y	Y
Bachelor of Science (Honours – Psychology)	F	Y	Y

Note: The details of the programs, courses and subjects set out in this *Handbook* might change after publication. To ensure that the information about Faculty of Arts courses is still accurate, contact the Faculty of Arts Executive Officer on (03) 9919 2369.

Faculty of Business and Law

	<i>Campus</i>	<i>Full-time</i>	<i>Part-time</i>
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School of Accounting and Finance**Bachelor of Business**

– Accounting	F,W,H1,D3,DB,K1	Y	Y
– Banking & Finance	F,K1,H1	Y	Y
– Accounting/Banking & Finance	F,K1	Y	Y
– Accounting/Hospitality Management	F	Y	Y
– Accounting/Information Systems	F	Y	Y
– Banking & Finance/International Trade	F	Y	Y

Bachelor of Business Combined Degrees

– Fasttrack BBus Accounting/TAFE Accounting	W	Y	N
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School of Applied Economics**Bachelor of Business**

– Financial Risk Management	F, K1, H1,DB,D2	Y	Y
– Global Logistics & Transport	W, H1	Y	Y
– International Business	W	Y	Y
– International Commerce	D2	Y	N
– International Trade	F,K1,D6,D3,22,H1	Y	Y
– Music Industry	F,K1	Y	Y
– Retail Management	F,K1	Y	Y
– Applied Economics/International Trade	F	Y	Y
– Financial Risk Management/Accounting	H1,D2	Y	N
– Financial Risk Management/Banking & Finance	H1,D2	Y	N
– Financial Risk Management/Global Logistics & Transport	H1,DB	Y	N
– Financial Risk Management/International Trade	F, DB, H1,D2	Y	Y
– Global Logistics & Transport/Accounting	H1	Y	N
– Global Logistics & Transport/International Trade	H1	Y	N
– International Trade/Retail Management	F	Y	Y
– Music Industry/Marketing	F	Y	Y
– Music Industry/Event Management	F	Y	Y
– Retail Management/Marketing	F	Y	Y

Bachelor of Business Honours Degrees

– Bachelor of Business (Honours) Applied Economics	C	Y	Y
– Bachelor of Business (Honours) International Trade	C	Y	Y
– Bachelor of Business (Honours) Retail Management	C	Y	Y

Bachelor of Business Combined Degrees

– BA Asian Studies/B Bus International Trade	F	Y	Y
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School of Hospitality, Tourism and Marketing**Bachelor of Business**

– Event Management	B	Y	N
– Hospitality Management	F,K1,H1	Y	Y
– Hotel, Restaurant & Catering Management	F	Y	Y
– Marketing	F,B,K1	Y	Y
– Tourism Management	F,K1,H1	Y	Y
– Hospitality/Event Management	F	Y	Y
– Hospitality Management/Human Resource Management	F	Y	Y
– Hospitality/Tourism Management	F,H1	Y	Y
– Marketing/Applied Economics	F	Y	Y
– Marketing/Electronic Commerce	F	Y	Y

– Marketing/Event Management	B	Y	N
– Marketing/International Tourism	K1	Y	N
– Marketing/International Trade	F,K1	Y	Y
– Marketing/Hospitality Management	F	Y	Y
– Marketing/Tourism Management	F	Y	Y
– Tourism Management/Event Management	F	Y	Y
Bachelor of Business Combined Degrees			
– BBus Tourism Management/ BA Asian Studies	F	Y	Y
– BBus Tourism Management /BA Recreation Management	F	Y	Y
– BBus Marketing/BA Psychology	F	Y	Y
– BA Sports Administration/BBus Event Management	B	Y	Y
– BA Sports Administration/BBus Marketing	B	Y	Y

School of Information Systems

Bachelor of Business

– Computer Systems Management	W,H3		
– Electronic Commerce	F,W,K1	Y	Y
– Information Systems	F,K1	Y	Y
– Electronic Commerce/Music Industry	F	Y	Y
– Electronic Commerce/ International Trade	F	Y	Y
– Electronic Commerce/ Retail Management/	F	Y	Y

Bachelor of Business Honours Degrees

– Bachelor of Business (Honours) Information Systems	C	Y	Y
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Bachelor of Business Combined Degrees

– B.Bus Electronic Commerce/Bachelor of Science	W	Y	Y
– BA Multimedia/BBus Electronic Commerce	F	Y	Y
– Bachelor of Engineering/BBus Electronic Commerce	F	Y	Y

School of Law

Bachelor of Laws

– Law	F,Q	Y	Y
– Graduate Entry	F,Q	Y	Y
– Legal Practice Management	F	Y	Y

Bachelor of Laws/Bachelor of Business

– Bachelor of Laws/BBus Accounting	F	Y	Y
– Bachelor of Laws/BBus Applied Economics	F	Y	Y
– Bachelor of Laws/BBus Banking & Finance	F	Y	Y
– Bachelor of Laws/BBus Electronic Commerce	F	Y	Y
– Bachelor of Laws/BBus Event Management	F	Y	Y
– Bachelor of Laws/BBus Human Resource Management	F	Y	Y
– Bachelor of Laws/BBus International Trade	F	Y	Y
– Bachelor of Law/B.BusManagement	F	Y	Y
– Bachelor of Laws/BBus Marketing	F	Y	Y
– Bachelor of Laws/BBus Music Industry	F	Y	Y
– Bachelor of Laws/BBus Tourism Management	F	Y	Y

Bachelor of Laws Combined Degrees

– Bachelor of Laws/Bachelor of Arts	F	Y	Y
– Bachelor of Laws/Bachelor of Science	F	Y	Y
– Bachelor of Engineering /Bachelor of Laws	F	Y	Y

School of Management

Bachelor of Business

– Management	F,B,DA,K1	Y	Y
– Human Resource Management	F,B,K1	Y	Y
– Service & Human Resource Management	B	Y	Y
– Strategic & Financial Management	F	Y	Y
– Management/Marketing	B,P1	Y	Y

Bachelor of Business Honours Degrees

– Bachelor of Business (Honours) Management	C	Y	Y
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Bachelor of Business Combined Degrees

– BA Psychology/BBus Human Resource Management	F	Y	Y
– BA Sports Administration/BBus Management	B	Y	Y

Note: The details of the programs, courses and subjects set out in this *Handbook* might change after publication. To ensure that the information about Faculty of Business and Law courses is still accurate, contact the Faculty of Business and Law Executive Officer on (03) 9919 4471.

Faculty of Human Development

	<i>Campus</i>	<i>Full-time</i>	<i>Part-time</i>
School of Education			
Bachelor of Arts			
– Computer Mediated Art	S	Y	Y
– Computer Mediated Art & Multimedia (Honours)	S	Y	Y
– Early Childhood Education	M	n/a	Y
– Youth Studies	F	Y	Y
Bachelor of Education			
– Pre-Service Program P-12	E,M,B	Y	n/a
– Post-Registration (Year 4)	B	Y	Y
Bachelor of Education (Nyerna Studies) Program <i>incorporating:</i>	E	Y	Y
Bachelor of Arts (Nyerna Studies)	E	Y	Y
Diploma of Community Services – Youth Work	E	Y	Y
Associate Diploma of Arts – Recreation/Fitness Leadership	E	Y	Y
Certificate in Occupational Studies – Social & Community Services	E	Y	Y
School of Health Sciences			
Bachelor of Health Science			
– Clinical Dermal Therapies	J	n/a	Y
– Natural Medicine	S,ZA	Y	Y
– Paramedic (3yr pre-service)	S,I	Y	n/a
– Paramedic (1yr conversion)	ZA,H	Y	Y
– Chinese Medicine	S	Y	n/a
– Naturopathy & Homoeopathy	S	Y	Y
Bachelor of Science – Clinical Sciences (Osteopathy)	C	Y	n/a
School of Human Movement, Recreation and Performance			
Bachelor of Exercise Science			
– Human Movement	F	Y	Y
– Human Movement/Bachelor of Psychology	F	Y	Y
– Human Movement/Bachelor of Arts Sport Administration	F	Y	Y
Bachelor of Applied Science – Physical Education (Secondary)	F	Y	Y
Bachelor of Arts			
– Performance Studies	F	Y	n/a
– Performance & Multimedia	F	Y	n/a
– Recreation Management/Bachelor of Business – Sports Administration	B	Y	Y
– Sports Administration/Bachelor of Business – Management	B	Y	Y
– Sports Administration/Bachelor of Business–Marketing	B	Y	Y
Bachelor of Recreation Management	E,M	Y	Y
Bachelor of Applied Science (Honours) – Human Movement	F	Y	n/a
Bachelor of Arts (Honours)			
– Performance Studies			
– Sport Administration	B	Y	Y
– Recreation Management	F	Y	Y
School of Nursing and Midwifery			
Non Award Short Courses			
Bridging Course (Division 2)	S	Y	n/a
Bridging Course (Graduate Entry)	S	Y	n/a
Award Courses			
Bachelor of Nursing			
– (Pre-Registration)	S	Y	Y
– (Graduate Entry)	S	Y	Y
– (Division 2 Entry)	S	Y	Y
Bachelor of Health Science			
– Nursing (Post-Registration)	S	Y	Y
– Nursing (Honours)	S	Y	Y
Bachelor of Midwifery	S	Y	Y

Note: The details of the programs, courses and subjects set out in this *Handbook* might change after the date of publication. To ensure that information about Faculty of Human Development courses is still accurate, contact the Faculty of Human Development Student Centre, Footscray Park (03) 9919 4409, St Albans (03) 9919 2299, Melton (03) 9919 7584, Sunbury (03) 9919 3244, City (03) 9919 1120.

Faculty of Science, Engineering and Technology

	<i>Campus</i>	<i>Full-time</i>	<i>Part-time</i>
Faculty Courses			
Bachelor			
– Business/Science	F/S/W	Y	Y
– Engineering/Business	F	Y	Y
– Engineering/Science	F/S/W	Y	Y
– Engineering/Laws	F	Y	Y
– Engineering/Arts	F/S	Y	Y
– Science/Laws	F/S/W	Y	Y
– Science/Arts	F/S	Y	Y
Certificate			
– Foundation Studies	F/S	Y	Y
School of Architectural, Civil and Mechanical Engineering			
Bachelor of Engineering			
– Architectural Engineering	F	Y	Y
– Building Engineering	F	Y	Y
– Civil Engineering	F	Y	Y
– Mechanical Engineering	F	Y	Y
– Robotic Engineering	F	Y	Y
Bachelor of Technology			
– Building Surveying	F/S	Y	Y
School of Computer Science and Mathematics			
Bachelor of Science			
– Computer Science	F/H/D7	Y	Y
– Computer & Mathematical Sciences	F	Y	Y
– Computer Science & Aviation	F	Y	Y
– Internet Technologies & Applications	F	Y	Y
– Information Technology	F	Y	Y
– Computational Financial Mathematics	F	Y	Y
Bachelor of Science (Honours)			
– Computer Science	F	Y	Y
– Computer & Mathematical Sciences	F	Y	Y
International Program (Offshore)			
Bachelor of Science in Computer Science	H/D/K	Y	Y
External Program			
Bachelor of Science in Computer Science	71	Y	Y
School of Electrical Engineering			
Bachelor of Engineering			
– Electrical & Electronic Engineering	F	Y	Y
– Computer Engineering	F	Y	Y
– Software Engineering	F	Y	Y
– Microelectronic Systems	F	Y	Y
– Telecommunication Engineering	F	Y	Y
– Photonics	F	Y	Y
Bachelor of Engineering Science			
– Photonics	F	Y	Y
Bachelor of Science			
– Computer Technology	F	Y	Y
– Applied Physics & Computing	F	Y	Y
– Optoelectronics	F	Y	Y
Bachelor of Science (Honours)			
– Computer Technology	F	Y	Y
– Physics	F	Y	Y

School of Molecular Sciences**Bachelor of Applied Science**

– Chemistry	W	N	Y
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Bachelor of Science

– Biotechnology	W	Y	Y
– Medical, Forensic & Analytical Chemistry	W	Y	Y
– Nutrition, Food & Health Science	W	Y	Y

Bachelor of Science (Honours)

– Biology (Biotechnology)	W	Y	Y
– Nutrition & Food Science	W	Y	Y
– Chemical & Environmental Sciences	W	Y	Y

School of Biomedical Sciences**Bachelor of Science**

– Biomedical Sciences	S	Y	Y
– Occupational Health & Safety	O	Y	Y
– Nutritional Therapy	S	Y	Y

Bachelor of Science (Honours)

– Biomedical Sciences	S	Y	Y
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Double Degree

– Science/Psychology	S	Y	Y
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Sustainability Group**Bachelor of Science**

– Ecology & Sustainability	S	Y	Y
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Bachelor of Science (Honours)

– Ecology & Sustainability	S	Y	Y
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Postgraduate Courses

Faculty of Arts

	<i>Campus</i>	<i>Full-time</i>	<i>Part-time</i>
Higher Degrees by Research			
Master of Arts by Research	S,F	Y	Y
Doctor of Philosophy by Research	S,F	Y	Y
Master of Social Work by Research	S	Y	Y
Postgraduate Programs by Coursework			
Graduate Certificate in Asian & Pacific Studies (General Stream)	F	Y	Y
Graduate Certificate in Asian & Pacific Studies (Community Development Stream)	S	Y	Y
Graduate Certificate in Communication & Professional Writing	C	Y	Y
Graduate Certificate in Arts (History)	F	Y	Y
Graduate Certificate in Arts (Politics & International Studies)	F	Y	Y
Graduate Certificate of Public Advocacy & Action	S	N	Y
Graduate Certificate in Women's Studies	C	N	Y
Graduate Diploma in Asian & Pacific Studies (General Stream)	F	Y	Y
Graduate Diploma in Asian & Pacific Studies (Community Development Stream)	S	Y	Y
Graduate Diploma in Communication & Professional Writing	C	Y	Y
Graduate Diploma in Counselling	S	N	Y
Graduate Diploma in Counselling (Child & Adolescent)	S	N	Y
Graduate Diploma in Arts (History)	F	Y	Y
Graduate Diploma in Arts (Politics & International Studies)	F	Y	Y
Graduate Diploma in Arts (Social Research Methods)	F	Y	Y
Graduate Diploma in Modern Languages	S,F	N	Y
Graduate Diploma in Psychological Studies	S	N	Y
Graduate Diploma in Psychology	F	Y	Y
Graduate Diploma of Public Advocacy & Action	S	Y	N
Graduate Diploma in Women's Studies	C	N	Y
Master in Counselling	S	N	Y
Master of Arts in Asian & Pacific Studies (General Stream)	F	N	Y
Master of Arts in Asian & Pacific Studies (Community Development Stream)	S	N	Y
Master of Arts in Communication & Professional Writing	C	Y	Y
Master of Arts in Women's Studies	C	N	Y
Master of Applied Psychology			
– Community Psychology Stream	F	Y	Y
– Sport Psychology Stream	F	Y	Y
Master of Psychoanalysis	S	N	Y
Master of Psychology			
– Clinical Psychology Stream	S	Y	Y
– Clinical Neuropsychology Stream	S	Y	Y
Master of Public Advocacy & Action	S	Y	Y
Doctor of Psychology			
– Clinical Psychology Stream	S	Y	Y
– Clinical Neuropsychology Stream	S	Y	Y
Doctor of Applied Psychology			
– Community Psychology Stream	F	Y	Y
– Sport Psychology Stream	F	Y	Y
– Health Psychology Stream	F	Y	Y

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Faculty of Business and Law

	<i>Campus</i>	<i>Full-time</i>	<i>Part-time</i>
Victoria Graduate School of Business			
Master of Business Administration	C,P1,K1,31,D1	Y	Y
Doctor of Business Administration	C,D1,K1,P1	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Accounting and Finance			
Graduate Certificate in Accounting	C,P1,D2	Y	Y
Master of Business in Accounting	C	Y	Y
Master of Business in Finance	C	Y	Y
Master of Business in Professional Accounting	C,P1,D2	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Applied Economics			
Graduate Certificate in Statistics	C	Y	Y
Graduate Certificate in Retail Management	P1		
Graduate Diploma in Retail Management	P1		
Master of Business in Business Economics	C,DE	Y	Y
Master of Business in Financial Risk Management	C	Y	Y
Master of Business in International Trade	C,23,D6	Y	Y
Master of Business in International			
Music & Entertainment Business	C	Y	Y
Master of Business Global Logistics & Transport	C,H1	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Hospitality, Tourism and Marketing			
Master of Business in Hospitality Management	C	Y	Y
Master of Business in Hospitality Management (Professional Practice)	C	Y	Y
Master of Business in Hospitality & Tourism Education	C	Y	Y
Master of Business in Hospitality & Tourism Management	C	Y	Y
Master of Business in Hospitality & Tourism Marketing	C	Y	Y
Master of Business in Marketing	C	Y	Y
Master of Business in Sports Tourism	C	Y	Y
Master of Business in Tourism Management	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Information Systems			
Graduate Certificate in Enterprise Resource Planning Systems	C	Y	Y
Graduate Diploma in Business Computing	C	Y	Y
Graduate Diploma in Enterprise Resource Planning Systems	C,P1	Y	Y
Master of Business in Enterprise Resource Planning Systems	C,P1,D1	Y	Y
Master of Business E-Commerce/Marketing	C	Y	Y
Master of Business in Information Systems	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Law			
Graduate Certificate in Australian Immigration Law	C	Y	Y
Masters in Comparative Commercial Law	C	Y	Y
Master of Regulatory & Criminological Studies	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Juridical Science	C,Q	Y	Y
Doctor of Philosophy	C	Y	Y
School of Management			
Graduate Diploma in Industrial Relations/HRM	C	Y	Y
Master of Business in Event Management	C	Y	Y
Master of Business in Industrial Relations/HRM	C	Y	Y
Master of Business in Management Practice	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y

Sir Zelman Cowan Centre

Graduate Diploma in Commercial Arbitration	Q	Y	Y
Graduate Diploma in Notarial Practice	Q	Y	Y
Graduate Diploma in Superannuation Law & Practice	Q	Y	Y

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Faculty of Human Development

	<i>Campus</i>	<i>Full-time</i>	<i>Part-time</i>
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Faculty Courses

Graduate Programs in Aged Services <i>incorporating:</i>			
– Graduate Certificate in Aged Services	C, O	Y	Y
– Graduate Diploma in Aged Services Management	C, O	Y	Y
– Graduate Diploma in Dementia Care & Service	C, O	Y	Y
– Master of Health Science - Aged Services	C, O	Y	Y

School of Education

Graduate Diploma in Secondary Education	F-B	Y	Y
Graduate Program in Education for Professional Development <i>incorporating:</i>			
– Graduate Certificate in Education for Professional Development	F	n/a	Y
– Graduate Diploma in Education for Professional Development	F	n/a	Y
Graduate Program in Education & Training <i>incorporating:</i>			
– Graduate Certificate in Education & Training	F	n/a	Y
– Graduate Diploma in Education & Training	F	Y	Y
– Master of Education - Education & Training	F	Y	Y
Graduate Program in TESOL & Literacy <i>incorporating:</i>			
– Graduate Certificate in TESOL	F	Y	Y
– Graduate Certificate in Literacy	F	Y	Y
– Graduate Diploma in TESOL	F,V	Y	Y
– Graduate Diploma in TESOL & Literacy	F	Y	Y
– Master of TESOL	F,V	Y	Y
– Master of TESOL & Literacy	F	Y	Y
Graduate Program in Tertiary Education <i>incorporating:</i>			
– Graduate Certificate in Tertiary Education	F	n/a	Y
– Graduate Diploma in Tertiary Education	F	Y	Y
Graduate Program in Experiential Learning & Development <i>incorporating:</i>			
– Graduate Certificate in Experiential Learning & Development	F	Y	Y
– Graduate Diploma in Experiential Learning & Development	F	Y	Y
– Master of Education – Experiential Learning & Development	F	Y	Y
Master of Education			
Master of Education (by Research)	F,M,B	Y	Y
Doctor of Education	F,2	Y	Y
Doctor of Philosophy	F,M,B	Y	Y

School of Health Sciences

Graduate Diploma in Complementary Therapies	S	Y	Y
Graduate Diploma in Western Herbal Medicine	C	n/a	Y
Master of Health Science			
– Intensive Care Paramedicine	ZA	Y	Y
– Osteopathy	C	Y	n/a
– Osteopathy (for Medical Practitioners)	C	n/a	Y
– by Coursework	I,S	Y	Y
– by Minor Thesis	S	Y	Y
– by Research	S	Y	Y
Doctor of Philosophy	S	Y	Y

School of Human Movement, Recreation and Performance

Graduate Diploma in Athlete Career Education	ZA	Y	Y
Graduate Diploma in Exercise & Sport Sciences	F	Y	Y
Graduate Program in Ageing, Disability & Recreation Management <i>incorporating:</i>			
– Graduate Certificate in Ageing, Disability & Leisure	F	Y	Y
– Graduate Certificate in Ageing, Disability & Recreation Management	F	Y	Y
– Graduate Diploma in Ageing, Disability & Recreation Management	F	Y	Y
– Master of Arts – Ageing, Disability & Recreation Management	F	Y	Y
Graduate Program in Exercise Rehabilitation <i>incorporating:</i>			
– Graduate Diploma in Exercise for Rehabilitation	F	Y	Y
– Master of Applied Science – Exercise Rehabilitation	F	Y	Y
Graduate Program in Loss & Grief incorporating:			
– Graduate Certificate in Loss & Grief Education	C	Y	Y
– Graduate Certificate in Loss & Grief Counselling	C*	Y	Y
– Graduate Diploma in Loss & Grief Counselling	C*	Y	Y
Graduate Program in Sport & Recreation Management <i>incorporating:</i>			
– Graduate Certificate in Sport & Recreation Management	F,H	Y	Y
– Graduate Certificate in Sport & Recreation Management/Operations	F,H	Y	Y
– Graduate Diploma in Sport & Recreation Management	F,H	Y	Y
– Master of Arts – Sport & Recreation Management (by coursework)	F,H	Y	Y
Graduate Program in Sport Business <i>incorporating:</i>			
– Graduate Diploma in Sport Business	C	Y	Y
– Master of Sport Business	C	Y	Y
Master of Applied Science			
– Human Performance (by coursework)	F	Y	Y
– Human Performance (by Research)	C,F	Y	Y
Master of Arts (by Research)	F	Y	Y
Doctor of Philosophy	C,F	Y	Y

School of Nursing and Midwifery

Graduate Diploma in Substance Abuse Studies	F	Y	Y
Master of Nursing <i>incorporating:</i>			
Graduate Certificates in:			
– Cardiothoracic Nursing	S	Y	Y
– Cancer Nursing	S	Y	Y
– Emergency Nursing	S	Y	Y
– Gerontic Nursing	S	Y	Y
– Neuroscience Nursing	S	Y	Y
– Orthopaedic Nursing	S	Y	Y
– Paediatric Nursing	S	Y	Y
Graduate Diplomas in:			
– Cardiothoracic Nursing	S	Y	Y
– Cancer Nursing	S	Y	Y
– Emergency Nursing	S	Y	Y
– Gerontic Nursing	S	Y	Y
– Neuroscience Nursing	S	Y	Y
– Orthopaedic Nursing	S	Y	Y
– Paediatric Nursing	S	Y	Y
Master of Midwifery	S	n/a	Y
<i>incorporating:</i>			
– Graduate Diploma in Midwifery	S	Y	Y
Master of Health Science – Mental Health	S	Y	Y
Master of Public Health Nursing <i>incorporating:</i>			
– Graduate Certificate in Public Health Nursing	S	Y	Y
– Graduate Diploma in Public Health Nursing	S	Y	Y
Master of Nursing (by Research)	S	Y	Y
Doctor of Philosophy	S	Y	Y

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Faculty of Science, Engineering and Technology

	<i>Campus</i>	<i>Full-time</i>	<i>Part-time</i>
Faculty Courses			
Masters Qualifying Program	F	Y	Y
Centre for Environmental Safety and Risk Engineering			
Doctor of Philosophy	W	Y	Y
Master of Engineering (Research)	W	Y	Y
Master of Engineering (Coursework)			
– Building Fire Safety & Risk Engineering	W	n/a	Y
Graduate Diploma			
– Building Fire Safety & Risk Engineering	W	n/a	Y
Graduate Certificate			
– Performance-based Building & Fire Codes	W	n/a	Y
Integrated Freight Systems Research Unit			
Doctor of Philosophy	W	Y	Y
Master of Engineering (Research)	W	Y	Y
Master of Engineering Science (Intermodal)	W	Y	Y
Graduate Diploma			
– Intermodal Freight Systems Management	W	n/a	Y
Graduate Certificate			
– Intermodal Freight Systems Management	W	n/a	Y
– Bulk Freight Systems Management	W	n/a	Y
School of Architectural, Civil and Mechanical Engineering			
Doctor of Philosophy	F	Y	Y
Master of Engineering (Research)	F	Y	Y
Master of Engineering (Coursework)			
– Project Management	F	Y	Y
– Project Management (Block Mode)	F	Y	Y
– Mechanical Engineering	F	Y	Y
Graduate Diploma			
– Project Management	F	Y	Y
Graduate Certificate			
– Project Management	F	Y	Y
School of Computer Science and Mathematics			
Doctor of Philosophy	F	Y	Y
Master of Science (Research)	F	Y	Y
Master of Science (Coursework)			
– Computer Science	F	Y	Y
– Computer & Mathematical Sciences	F	Y	Y
– Software Engineering	F	Y	Y
Graduate Diploma			
– Computer Science	F	Y	Y
– Computer & Mathematical Sciences	F	Y	Y
– Multimedia Information Networking	F	Y	Y
– Software Engineering	F	Y	Y
School of Electrical Engineering			
Doctor of Philosophy	F	Y	Y
Master of Engineering (Research)	F	Y	Y
Master of Science (Research)	F	Y	Y
Master of Engineering (Coursework)			
– Microelectronic Engineering	F	Y	Y
– Electrical & Electronic Engineering	F	Y	Y
– System & Control Engineering	F	Y	Y
– Telecommunication Engineering	F	Y	Y

Master of Engineering Science (Coursework)			
– Computer & Microelectronic Engineering	F	Y	Y
Graduate Diploma			
– Microelectronic Engineering	F	Y	Y
– System & Control Engineering	F	Y	Y
– Telecommunication Engineering	F	Y	Y
Graduate Certificate			
– Microelectronic Engineering	F	Y	Y
– System & Control Engineering	F	Y	Y
– Telecommunication Engineering	F	Y	Y
Double Degree (Coursework)			
Master of Engineering in Microelectronic Engineering / Master of Engineering Science in Computer & Microelectronic Engineering	F	Y	Y

School of Biomedical Sciences

Doctor of Philosophy	S	Y	Y
Master of Science (Research)	S	Y	Y

School of Molecular Sciences

Doctor of Philosophy	W	Y	Y
Master of Science (Research)	W	Y	Y
Master of Science (Coursework)			
– Food Science & Technology	W	Y	Y
– Biotechnology	W	Y	Y

Sustainability Group

Master of Science (Coursework)			
– Environmental Management	S	Y	Y
Graduate Diploma			
– Environmental Management	S	Y	Y

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TAFE Courses at Victoria University in 2005

Centre for Curriculum, Innovation and Development

Course in ICT Skills for Teachers 21335VIC
Certificate IV in Assessment and Workplace Training BSZ40198
Diploma in Training and Assessment Systems BSZ50198
Certificate IV in Vocational Education and Training 15559VIC
Diploma of Vocational Education and Training 15560VIC
Graduate Certificate in Vocational Education and Training 21205VIC
Graduate Certificate in VET in Schools Implementation 21102VIC

School of Business, Hospitality and Personal Services

Administrative and Legal Studies Department

Certificate III in Business (Legal Administration) BSA30200
Certificate IV in Business (Legal Services) BSA40200
Advanced Diploma of Business (Legal Practice) 21434VIC
Diploma of Financial Services (Conveyancing) FNB50601
Diploma of Business Administration BSB50201
Certificate IV in Business Administration BSB40201
Certificate III in Business Administration BSB30201
Certificate III in Business BSB30101
Certificate IV in Business BSB40101
Diploma of Business BSB50101

Financial Services Department

Advanced Diploma of Accounting FNB60202
Diploma of Accounting FNB50202
Diploma of Business (Banking and Finance) 90025NSW
Course in Stock Market Investment 21081VIC
Certificate IV in Stock Market Investment, Broking and Risk 21400VIC
Course in Real Estate for Agents' Representatives 2004AAA
The Certificate IV in Business (Estate Agency Practice) 2404ADA
Certificate IV in Assessment and Workplace Training BSZ40198

Hospitality and Tourism Department

Certificate II in Hospitality (Operations) THH21802
Certificate II in Hospitality (Kitchen Operations) THH22002
Certificate III in Hospitality (Commercial Cookery) THH31502
Certificate III in Hospitality (Catering Operations) THH32902
Certificate III in Hospitality (Operations) THH33002
Certificate IV in Hospitality (Supervision) THH42602
Diploma of Hospitality Management THH51202
Advanced Diploma of Hospitality Management THH60202
Certificate III in Meetings and Events THT30102
Certificate III in Tourism (International Retail Travel Sales) THT30302
Certificate III in Tourism (Guiding) THT30902
Certificate III in Tourism (Operations) THT31002
Certificate III in Tourism (Retail Travel Sales) THT30202
Certificate IV in Tourism (Sales and Marketing) THT40102
Diploma of Event Management THT50202
Certificate II in Tourism (Operations) THT20502
Certificate IV in Tourism (Operations) THT40202
Diploma of Tourism (Operations Management) THT50302
Advanced Diploma of Tourism Management THT60102

Management and Marketing Department

Certificate III in Business (Frontline Management) BSB30501
Certificate IV in Business (Frontline Management) BSB41001
Diploma of Business (Frontline Management) BSB51001
Certificate III in Business (Frontline Management) BSB30504
Certificate IV in Business (Frontline Management) BSB41004
Diploma of Business (Frontline Management) BSB51004
Certificate IV in Business (Human Resources) BSB40801
Diploma of Business (Human Resources) BSB50801
Advanced Diploma of Business (Human Resources) BSB60301
Certificate IV in Business Management BSB41101
Graduate Certificate in Management 21365VIC
Diploma of Business Management BSB50401
Advanced Diploma of Business Management BSB60201
Advanced Diploma of Business (Operations Management) 20055VIC
Diploma of Business (Operations Management) 20053VIC
Certificate IV in Business (Operations Management) 20051VIC
Certificate IV in Business (Advertising) BSB40601
Diploma of Business (Advertising) BSB50601
Advanced Diploma of Business (Advertising) BSB60501
Certificate III in Business (Sales) BSB30301
Certificate IV in Business (Marketing) BSB40701
Diploma of Business (Marketing) BSB50701

Advanced Diploma of Business (Marketing) BSB60601
 Advanced Diploma of Business (International Business) 20055VIC
 Diploma of Business (International Trade) 20053VIC
 Certificate IV in Business (International Trade) 20051VIC
 Advanced Diploma of Business (Public Relations) 20055VIC
 Certificate IV in Business BSB40101
 Diploma of Business BSB50101
 Certificate IV in Business Development BSB40501
 Diploma of Business Development BSB50501
 Advanced Diploma of Business Development BSB60401
 Graduate Certificate in Management Development (Education and Training) 2804ABB

Personal Services Department

Certificate II in Modelling 21456VIC
 Certificate II in Nail Technology WRB20199
 Certificate III in Beauty WRB30199
 Diploma of Beauty Therapy WRB50199
 Diploma of Entertainment (Make-Up) CUE50798
 Certificate IV in Entertainment Make-Up CUE40898
 Diploma of Remedial Massage HLT50302
 Advanced Diploma of Naturopathy HLT60502
 Certificate II in Hairdressing WRH20100 [Pre-Apprenticeship]
 Certificate III in Hairdressing WRH30100
 Certificate IV in Hairdressing WRH40100
 Diploma of Hairdressing Salon Management WRH50100

Western Business Enterprise Centre

Certificate III in Security (Guarding) PRS30198
 Certificate II in Small Business (Operations/Innovation) 21530VIC
 Certificate IV in Business (Small Business Management) BSB40401
 Diploma of Business Facilitation 21542VIC
 Certificate II in Funeral Services (Funeral Operations) WFS20202
 Certificate III in Funeral Services (Funeral Operations) WFS30202
 Certificate IV in Funeral Services WFS40102
 Certificate II in Wholesale Operations WRW20101
 Certificate III in Wholesale Operations WRW30101
 Certificate IV in Wholesale Management WRW40101
 Diploma of Wholesale Management WRW50101
 Diploma of Retail Management WRR50102
 Certificate IV in Retail Management WRR40102
 Certificate III in Retail Supervision WRR30102
 Certificate III in Retail Operations WRR30202
 Certificate II in Retail Operations WRR20102
 Certificate II in Retail Cosmetic Assistant WRB20399

School of Engineering, Construction and Industrial Skills

Automotive Technology Unit

Certificate II in Automotive Technology 21110VIC
 Certificate I in Automotive AUR10199
 Certificate II in Automotive (Mechanical – Tyre Fitting and Repair Light) AUR21599
 Certificate II in Automotive (Mechanical – Vehicle Servicing) AUR21799
 Certificate III in Automotive (Vehicle Body – Panel Beating) AUR31699,
 Certificate III in Automotive (Vehicle Body – Vehicle Painting) AUR31899
 Certificate III in Automotive (Mechanical – Light Vehicle) AUR31099
 Certificate IV in Automotive AUR40199
 Certificate II in Automotive Technology Studies 21560VIC

Building and Construction Department

Certificate I in Boatbuilding 15562VIC [Pre-Apprenticeship]
 Certificate II in Boatbuilding 15563VIC [Traineeship]
 Certificate III in Boatbuilding 15564VIC [Apprenticeship]
 Certificate II in Engineering – Production [Boatbuilding Pre-Apprenticeship] MEM20198
 Certificate II in Engineering – Production Technology [Boatbuilding -Traineeship] MEM20298
 Certificate III in Marine Craft Construction MEM30603 [Apprenticeship]
 Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass) BCF30200
 Certificate II in Joinery/Shopfitting/Stairbuilding – Pre-Apprenticeship 21533VIC
 Certificate II in Building and Construction 21393VIC [Bricklaying – Pre-Apprenticeship]
 Certificate III in General Construction (Bricklaying/Blocklaying) BCG30698 [Apprenticeship]
 Certificate II in Building and Construction 21393VIC [Carpentry – Pre-Apprenticeship]
 Certificate III in Carpentry and Joinery (Joinery/Stairbuilding/shopfitting) 20083VIC
 Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing) BCG30798 [Apprenticeship]
 Certificate II in Furniture Making LMF20302
 Certificate III in Furniture Making LMF30302
 Certificate III in Furniture Making (Cabinet Making) LMF30402
 Certificate III in Furniture Making (Wood Machining) LMF30502
 Certificate IV in Applied Design (Furniture) 21528VIC
 Diploma of Building SA3475
 Certificate IV in Building SA3477
 Diploma of Building Design and Technology 40356SA
 Certificate IV in Residential Drafting 40357SA

Diploma of the Built Environment SA3472
 Advanced Diploma of Building Surveying BCG60103
 Diploma of Building Surveying BCG50103
 Diploma of Building Surveying SA3473
 Diploma of Building Design and Drafting SA3474
 Advanced Diploma of Building Design and Project Administration 40355SA

Building Services and Special Trades Department

Certificate II in Building and Construction 21393VIC [Painting & Decorating Pre-Apprenticeship]
 Certificate III in General Construction (Painting & Decorating) BCG30498 [Apprenticeship]
 Certificate I in Building & Construction (Plumbing) 2102ABC
 Certificate III in Plumbing and Gasfitting 20085VIC
 Certificate II in Sign Writing 21398VIC
 Certificate III in Off-Site Construction (Sign Writing/Computer Operations) BCF30700
 Certificate IV in Sign Technology 21399VIC
 Certificate I in Electrotechnology [Engineering][Pre-Apprenticeship] UTE10102
 Certificate III in Electrotechnology Systems Electrician UTE31199
 Certificate IV in Electrical 2406ANC [Motor Control]

Computer Systems and Electronics Department

Certificate II in Electrotechnology Servicing UTE20504 [Computer Servicing]
 Certificate II in Electrotechnology Servicing UTE20504 [Security Systems]
 Certificate III in Electrotechnology Communications UTE30402
 Certificate III in Electrotechnology Entertainment and Servicing UTE30702
 Certificate III in Electrotechnology Computer Systems UTE30599
 Advanced Diploma of Computer Systems Engineering UTE60199
 Advanced Diploma of Electronic Engineering UTE60399

Engineering Technology Department

Advanced Diploma of Engineering Technology (Principal Technical Officer) 14309VIC [Civil]
 Advanced Diploma of Engineering Technology 20020VIC [Civil]
 Diploma of Engineering Technology 20019VIC [Civil]
 Certificate I in Engineering Technology 11409VIC
 Certificate I in Engineering MEM10198 [Fabrication]
 Certificate II in Engineering (Production) MEM20198
 Certificate II in Engineering (Production Technology) MEM20298
 Certificate III in Engineering (Production Systems) MEM30198
 Certificate III in Engineering (Mechanical Trade) (MEM30298)
 Certificate III in Engineering (Technician) (MEM30598)
 Certificate IV in Engineering Technology 20018VIC
 Advanced Diploma of Engineering Technology 20020VIC
 Diploma of Engineering Technology 20019VIC [Streams in Mechanical, Manufacturing & Mechatronics]
 Advanced Diploma of Engineering Technology (Principal Technical Officer) 14309VIC [Streams in Mechanical, Manufacturing & Mechatronics]
 Certificate II in Automotive Manufacturing AUM20100
 Certificate I in Engineering MEM10198F
 Certificate II in Engineering–Production MEM20198F
 Certificate II in Engineering– Production Technology MEM20298F
 Certificate III in Engineering – Production Systems MEM30198F
 Certificate III in Engineering– Fabrication Trade MEM30398 [Light & Heavy]
 Certificate IV in Engineering Technology 20018VICF
 Certificate IV in Engineering MEM40103
 Diploma of Engineering Technology 20019VICF [Fabrication]
 Advanced Diploma of Engineering Technology 20020VICF [Fabrication/Supervision, Inspection]

Industrial Skills Training Centre

Certificate III in Civil Construction (Plant) BCC30198
 Certificate III in General Construction BCG31398
 Certificate III in Civil Construction (Bridge/Marine Construction) BCG30498
 Certificate III in Civil Construction (Road Construction and Maintenance) BCG30298
 Certificate II in Transport and Distribution (Warehousing and Storage) TDT20102
 Certificate III in Transport and Distribution (Warehousing and Storage) TDT30102
 Certificate IV in Transport and Distribution (Warehousing and Storage) TDT40102
 Certificate II in Transport and Distribution (Road Transport) TDT20202
 Certificate III in Transport and Distribution (Road Transport) TDT30202
 Certificate IV in Transport and Distribution (Road Transport) TDT40202
 Diploma of Logistics Management TDT51002
 Certificate III in Transport and Distribution (Mobile Cranes Operations) TDT30902
 Certificate III Motor Vehicle Driver Trainer (Car) 21370VIC
 Certificate III in Motor Vehicle Driver Trainer (Heavy Vehicles) 21381VIC
 Certificate II in Transport and Distribution (Rail Operations) TDT20402
 Certificate III in Transport and Distribution (Rail Operations) TDT30402
 Certificate IV in Transport and Distribution (Rail Operations) TDT40402
 Certificate II in Transport and Distribution (Stevedoring) TDT20302
 Certificate III in Transport and Distribution (Stevedoring) TDT30302
 Certificate IV in Transport and Distribution (Stevedoring) TDT40302
 Certificate II in Transport and Distribution (Administration) TDT21102
 Certificate III in Transport and Distribution (Administration) TDT31102
 Certificate IV in Transport and Distribution (Administration) TDT41102
 Course in Rigging–Basic
 Course in Rigging–Intermediate
 Course in Rigging–Advanced

Course in Scaffolding–Basic
Course in Scaffolding–Limited Height
Course in Scaffolding–Intermediate
Course in Scaffolding–Advanced
Course in Dogging
Course in Safe Lifting (load slinging)
Course in Elevating Work Platform
Course in Mobil Cranes (Slewing & Non Slewing); Vehicle Loading
Course in Overhead Travelling Crane
Course in Earthmoving – Earthmoving Equipment Operator; Front-End Loader; Front-End Loader/Backhoe; Excavator, Skid Steer Loader
Course in Basic Grading
Course in Trench Shoring and Safety
Courses in Forklift Operating (Ride-on; Pedestrian; Reach Truck)
Course in Order Picker
Course In Heavy Vehicles
Course in Light Rigid Truck
Course in Medium Rigid Truck
Course in Heavy Rigid Truck (Synchro and Non-Synchro)
Course in Heavy Combination Truck
Course in B Double Truck (Multi-Combination)
Dangerous Goods Licence Training
School Learners Driver Program
Defensive Driving (Car and Truck)
Driver Instruction Training

School of Further Education, Arts and Employment Services

Access Programs Department

Certificate I in ESL (Access) 21497VIC
Certificate II in ESL (Access) 21498VIC
Certificate III in ESL (Access) 21499VIC
Certificate IV in ESL (Access) 21500VIC
Course in Preliminary Spoken and Written English 90989NSW
Certificate I in Spoken and Written English 90994NSW
Certificate II in Spoken and Written English 90993NSW
Certificate III in Spoken and Written English 90992NSW
Certificate I in General Education for Adults (Introductory) 21249VIC
Certificate I in General Education for Adults 21250VIC
Certificate II in General Education for Adults 21251VIC
Certificate III in General Education for Adults 21252VIC
Certificate I in Media CUF10101
Certificate I in Vocational Studies (Hospitality) 21261VIC
Certificate I in English Language Literacies 21047VIC
Certificate II in English Language Literacies 1048VIC
Course in Women's Access 14795VIC

Employment and Training Services Department

Victorian Certificate of Applied Learning (Foundation) 21352VIC
Victorian Certificate of Applied Learning (Intermediate) 21353VIC
Victorian Certificate of Applied Learning (Themed) 21353VICA
Certificate I in Vocational Studies (Media) 21263VIC
Certificate I in Work Education 21108VIC
Certificate II in Workplace Practices 30064QLD
Certificate I in Transition Education 15494VIC

Further Education Programs Department

Diploma of Further Education 21015VIC
Certificate IV in Further Education 21014VIC
Diploma of Liberal Arts 21220VIC
Certificate IV in Liberal Arts 21219VIC
Victorian Certificate of Education 2200LZV
Certificate III in ESL (Further Study) 21501VIC
Certificate IV in ESL (Further Study) 21502VIC

Music Department

Certificate IV in Music CUS40101
Certificate IV in Music Industry (Technical Production) CUS40201
Certificate IV in Music Industry (Business) CUS40301
Diploma of Music CUS50101
Diploma of Music Industry (Technical Production) CUS50201
Diploma of Music Industry (Business) CUS50301

Visual Art, Design and Multimedia Department

Advanced Diploma of Arts (Graphic Design) 12862VIC
Diploma of Arts (Graphic Arts) 12861VIC
Certificate IV in Arts (Applied Design) 15727VIC
Diploma of Arts (Visual Art) 12857VIC
Advanced Diploma of Multimedia CUF60501 [Streams in Interactive Media and Games Development]
Diploma of Multimedia CUF50701
Certificate IV in Multimedia CUF40801
Certificate III in Multimedia CUF30601
Certificate II in Multimedia CUF20601

Vocational Education Programs Department

Diploma of Library and Information Services CUL50199
 Certificate III in Library and Information Services CUL30199
 Certificate IV in ESL (Further Study) 21505VIC [English for Health Service Professionals]
 Certificate III in ESL (Employment) 21503VIC [Aged Care Work]
 Certificate III in ESL (Employment) 21503VIC [Children's Services]
 Certificate IV in ESL (Employment) 21504VIC
 Certificate IV in Professional Writing and Editing 21123VIC
 Diploma of Arts (Professional Writing and Editing) 21124VIC
 Course in Gateway to Nursing and the Health Sciences 21379VIC
 Course in Preparation for Tertiary Studies (Arts) 21380VIC
 Course in Concurrent Study 21204VIC

School of Human Services, Science and Technology**Child Studies Department**

Certificate III in Children's Services CHC30402
 Certificate IV in Out of School Hours Care CHC40402
 Diploma of Out of School Hours Care CHC50202
 Diploma of Children's Services CHC50302
 Advanced Diploma of Community Services (Children's Services) CHC60399
 Diploma of Community Services (Children's Services) CHC50399
 Certificate IV in Community Services (Children's Services) CHC40399
 Certificate III in Community Services (Children's Services) CHC30399

Health Services Department

Certificate IV in Health (Nursing) 21358VIC
 Course in Medication Administration for Division 2 Registered Nurses in Victoria 21506VIC
 Course in Cardiopulmonary Resuscitation 20003VIC
 Course in Emergency First Aid 20004VIC
 Course in Basic First Aid 20005VIC
 Course in Paediatric Aid 20006VIC
 Diploma of Paramedical Science (Ambulance) HLT50402
 Certificate IV in Basic Emergency Care HLT41002
 Certificate III in Non-Emergency Patient Transport HLT30202

Information Technology Department

Certificate I in Information Technology ICA10101
 Certificate III in Information Technology (Software Applications) ICA30199 [Web Pages]
 Certificate III in Information Technology (General) ICA30299
 Certificate III in Information Technology (Network Administration) ICA30399
 Certificate IV in Information Technology 21488VIC
 Certificate IV in Information Technology (Network Management) ICA40399
 Certificate IV in Information Technology (Client Support) ICA40199
 Certificate IV in Information Technology (Technical Support) ICA40599
 Diploma of Information Technology (Software Development) ICA50299
 Diploma of Information Technology 21489VIC [Specialising in Multimedia]
 Dual Diploma – Diploma of Information Technology (Website Development) ICA50601 *and*
 Diploma of Information Technology (Internetworking) ICA50701

Science and Biotechnology Department

Certificate III in Science 21238VIC
 Certificate IV in Science 21239VIC
 Certificate II in Animal Studies RUV20104
 Certificate III in Animal Technology RUV30104
 Certificate III in Captive Animals RUV30204
 Certificate III in Companion Animal Services RUV30304
 Certificate IV in Veterinary Nursing RUV40404
 Diploma of Animal Technology RUV50104
 Certificate I in Conservation and Land Management RTD10102
 Certificate II in Conservation and Land Management RTD20102
 Certificate III in Conservation and Land Management RTD30102
 Certificate IV in Conservation and Land Management RTD40102
 Diploma of Conservation and Land Management RTD50102
 Advanced Diploma of Conservation and Land Management RTD60102
 Diploma of Laboratory Technology (Pathology Testing) PML50199
 Diploma of Laboratory Technology (Biological and Environmental Testing) PML50199
 Certificate III in Occupational Health & Safety QLD1893
 Certificate IV in Occupational Health & Safety QLD1892
 Diploma of Occupational Health & Safety QLD1891
 Certificate IV in Meat Processing (Quality Assurance) MTM40300
 Diploma of Meat Processing MTM50100
 Advanced Diploma of Meat Processing MTM60100
 Certificate I in Food Processing FDF10103
 Certificate II in Food Processing FDF20103
 Certificate III in Food Processing FDF30103
 Certificate IV in Food Processing FDF40103
 Diploma of Food Processing FDF50103
 Certificate III in Food Processing FDF30198
 Certificate IV in Food Technology 11893VIC
 Diploma of Food Technology 2506AKC

Certificate III in Health Service Assistance (Hospital/Community Health Pharmacy Assistance) HLT31402
Courses in Lubrication 21010VIC

Certificate IV in Assessment and Workplace Training BSZ40198

Social and Community Studies Department

Certificate II in Community Services Work CHC20202

Certificate III in Home and Community Care CHC30202

Certificate III in Disability Work CHC30302

Certificate IV in Disability Work CHC40302

Advanced Diploma of Disability Work CHC60102

Certificate III in Community Services Work CHC30802

Certificate III in Aged Care Work CHC30102

Certificate IV in Aged Care Work CHC40102

Certificate IV in Community Services (Lifestyle and Leisure) CHC41602

Diploma of Community Services (Lifestyle and Leisure) CHC50802

Certificate IV in Service Co-ordination (Ageing and Disability) CHC40202

Certificate IV in Marriage Celebrancy CHC41502

Diploma of Community Development CHC51402

Diploma of Community Welfare Work CHC50702

Diploma of Alcohol and Other Drugs CHC51102

Certificate IV in Alcohol and Other Drugs CHC41702

Certificate IV in Youth Work CHC40602

Diploma of Youth Work CHC50502

Advanced Diploma of Justice 21214VIC

Diploma of Justice 21213VIC

Certificate IV in Justice 21212VIC

Sport, Recreation and Performance Department

Certificate II in Fitness SRF20201

Certificate III in Fitness SRF30201

Certificate IV in Fitness SRF40201

Certificate II in Outdoor Recreation SRO20299

Certificate II in Sport (Career Oriented Participation) SRS20299

Certificate III in Sport (Career Oriented Participation) SRS30299

Certificate II in Sport and Recreation SRO20199

Certificate III in Sport and Recreation SRO30199

Certificate II in Sport and Recreation SRO20103

Certificate III in Sport and Recreation SRO30103

Certificate IV in Sport and Recreation SRO40103

Diploma of Sport and Recreation SRO50103

Certificate II in Community Recreation SRC20201

Certificate III in Community Recreation SRC30201

Certificate IV in Community Recreation SRC40201

Diploma of Community Recreation SRC50201

Certificate IV in Sport and Recreation SRO40199

Diploma of Sport and Recreation SRO50199

Certificate IV in Sports (Development) SRS40399

Diploma of Sport (Development) SRS50399

Certificate IV in Sports (Development) SRS40503

Diploma of Sports (Development) SRS50503

Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport) 21237VIC

Diploma of Arts (Small Companies and Community Theatre) 21052VIC