FACULTY OF WORKFORCE DEVELOPMENT HANDBOOK 2013

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

DISCLAIMER

The information contained in Victoria University's 2013 Faculty of Workforce Development was current at 03 September 2012

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

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

IMPORTANT INFORMATION

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

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

HOW TO USE THIS HANDBOOK

Victoria University's 2013 Faculty of Workforce Development Handbook is designed to provide students with detailed information on course structures and unit details for undergraduate and postgraduate courses offered by the faculty in 2013.

The definition of fields used in course tables throughout this handbook include:

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

PLEASE NOTE

This handbook provides a guide to courses available within Victoria University's Faculty of Workforce Development in 2013.

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

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

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

OTHER INFORMATION

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SCHOOL OF BUSINESS SERVICES

Below are details of courses offered by the School of Business Services in 2013.

This information is also available online on the University's searchable courses database at www.vu.edu.au/courses

GRADUATE CERTIFICATE IN MANAGEMENT
Course Code:21867VIC
Campus: Footscray Nicholson, Industry, City King St.

Course Objectives: This course is ideal for people with significant experience in their chosen industry wishing to gain further advancement into higher levels of management. On completion of this qualification, graduates may work in cross-industry roles, undertaking management duties as part of their job. This may also include people in management positions or people operating their own business who require a focused understanding of management. Graduates may also work as a generalist manager.

Careers: Upper level management in all industries.

Course Duration:1 year

Selection Processes: Direct Entry, Interview, Employer Choice

COURSE STRUCTURE

To obtain a 21867VIC Graduate Certificate in Management participants are required to successfully complete 5 units of competency. Participants should choose 4 units from Group A as stated in the curriculum documentation, and the additional units from either group A or group B to bring the total nominal hours to between 280 – 320.

Core Units

VPAU082	MANAGE MULTIPLE PROJECTS	80
VPAU083	MANAGE THE DEVELOPMENT, IMPLEMENTATION AND REVIEW OF THE STRATEGIC BUSINESS PLAN	60
VPAU084	MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT	50
VPAU085	DEVELOP AND MANAGE RISK MANAGEMENT STRATEGY	60

Elective Units

VPAU086	LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT	60
VPAU087	MANAGE PEOPLE IN AN ORGANISATIONAL ENVIRONMENT	60
VPAU088	MANAGE HUMAN RESOURCE PRACTICES	60
VPAU089	MANAGE FINANCIAL RESOURCES IN AN ORGANISATION	60
VBQM313	MARKETING CONCEPTS AND STRATEGIES	54
VPAU090	MANAGE BUSINESS IN A GLOBAL ENVIRONMENT	60
VPAU091	MANAGE ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	50

GRADUATE CERTIFICATE IN LEADERSHIP IN EDUCATION AND TRAINING
Course Code:21948VIC
Campus: Footscray Nicholson, Industry.

Course Objectives: The Graduate Certificate in Leadership in Education and Training is a skills-based leadership training and professional development program for both academic and non-academic leaders working in organisations focusing on education and training.

Careers: Supervisory / Management role within an organisation which focuses on education and training

Course Duration:1 year

Admission Requirements Other: Applicants need to have obtained an Advanced Diploma, Bachelor or higher education qualification

Selection Processes: Direct Entry, Interview, Employer Choice

COURSE STRUCTURE

To be eligible to receive the Graduate Certificate in Leadership in Education and Training qualification, participants must successfully complete six (6) units comprising four (4) core and two (2) elective units, equivalent to a minimum of 370 - 430 nominal hours.

CORE UNITS (All units must be completed)

VPAU457	UNDERTAKE EDUCATION AND TRAINING LEADERSHIP PROJECTS	80
BSBLED701A	LEAD PERSONAL AND STRATEGIC TRANSFORMATION	80
VPAU458	LEAD IN EDUCATION AND TRAINING ENVIRONMENTS	50
PSPMNGT615A	INFLUENCE WORKFORCE EFFECTIVENESS	60

ELECTIVE UNITS (Minimum of 2 elective units must be completed)

VPAU461	DEVELOP BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT	50
VPAU460	LEAD INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING ENVIRONMENT	50
BSBLED702A	LEAD LEARNING STRATEGY IMPLEMENTATION	80
BSBLED703A	IMPLEMENT IMPROVED LEARNING PRACTICE	60
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	70

ADVANCED DIPLOMA OF LEGAL PRACTICE
Course Code:22053VIC

Campus: Footscray Nicholson, City King Campus (Part Time - Flexible Mode of Delivery only).

About this course: Take the next step in your career as a paraprofessional in the legal practice industry. You will learn how to:

- provide advice on legal services to potential clients
- practise in an area of your legal interest
- manage legal practice operation resources
- interpret legislation

Course Objectives: The Advanced Diploma of Legal Practice is developed to cater for the training needs of para professionals in the legal practice industry, currently not covered by any Training Package at this qualification level. It aims to provide graduates with the knowledge and skills required to provide advice on legal services to potential clients, practise in an area of legal interest, manage legal practice operation resources, and interpret legislation.

Careers: Career paths include: Law clerk, Litigation Officer, Conveyance Clerk, Mortgage Clerk, Family Law Executive, Probate Law Clerk, Legal Assistant, Trainee Court Registrar, Compliance Officer, Assistant to Parliamentary Counsel, Victoria Legal Aide, Victoria Police and Land Title Officer.

Course Duration: 2 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Relevant industry experience, Direct or VTAC application

Selection Processes: Direct Entry, VTAC

COURSE STRUCTURE

To attain the Advanced Diploma of Legal Practice, participants are required to successfully complete: • 12 core modules • 4 modules from Elective A • 8 units from Elective B OR modules from Elective A not already A maximum of 2 other endorsed units of competency at Certificate IV, Diploma or Advanced Diploma level may be substituted for Elective B units. One OHS unit must be included. This unit must be completed prior to work placement.

Core Units

VU20107	LAW OF TORTS	51
VU20108	LAW OF CONTRACT	51
VU20109	PROPERTY LAW	51
VU20110	LAW OF EVIDENCE	51
VU20111	LEGAL PROCESS	51
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VU20117	CIVIL PROCEDURE	51
VU20118	CRIMINAL LAW	51

Elective A Units

VU20119	LAND CONTRACTS	51
VU20120	MORTGAGES, LEASES AND BUILDING CONTRACTS	51
VU20121	CONSUMER PROTECTION LAW	51
VU20122	ADMINISTRATIVE LAW	51
VU20123	INTELLECTUAL PROPERTY AND BUSINESS LAW	51
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VU20126	EMPLOYMENT LAW	51

Elective B Units

BSBINM301A	ORGANISE WORKPLACE INFORMATION	30
BSBCUS301A	DELIVER AND MONITOR A SERVICE TO CUSTOMERS	35
BSBRES401A	ANALYSE AND PRESENT RESEARCH INFORMATION	40
FNSICCUS501B	DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS	50
BSBCMM401A	MAKE A PRESENTATION	30
BSBWRT401A	WRITE COMPLEX DOCUMENTS	50
BSBEMS401B	DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE	50
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	70
BSBWOR502A	ENSURE TEAM EFFECTIVENESS	60
BSBDIV601A	DEVELOP AND IMPLEMENT DIVERSITY POLICY	70
BSBMGT616A	DEVELOP AND IMPLEMENT STRATEGIC PLANS	80
BSBITU307A	DEVELOP KEYBOARDING SPEED AND ACCURACY	50
BSBWOR204A	USE BUSINESS TECHNOLOGY	20
BSBITU304A	PRODUCE SPREADSHEETS	35
BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	80

BSBADM303B	PRODUCE TEXTS FROM AUDIO TRANSCRIPTION	30
BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	90
BSBITU301A	CREATE AND USE DATABASES	30
BSBITU404A	PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS	50
BSBLEG401A	PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS	80
BSBADM506B	MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT	80
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60
BSBCMN311B	MAINTAIN WORKPLACE SAFETY	40
FNSCONV503B	ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS	50
BSBADM504B	PLAN OR REVIEW ADMINISTRATION SYSTEMS	50
BSBSUS301A	IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	40
BSBLEG403A	MAINTAIN TRUST ACCOUNTS	50

Additional Elective Units

BSBADM502B	MANAGE MEETINGS	30
BSBMGT503A	PREPARE BUDGETS AND FINANCIAL PLANS	60
BSBOHS407A	MONITOR A SAFE WORKPLACE	50
BSBITU401A	DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS	100
BSBCUS401A	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES	40
BSBCUS402A	ADDRESS CUSTOMER NEEDS	50

CERTIFICATE III IN BUSINESS
Course Code:BSB30110
Campus: Footscray Nicholson, Industry, St Albans.

About this course: Expand your business administration skills using relevant theoretical knowledge to provide technical advice and support to a team. You will learn various business functions such as organising schedules, processing payrolls and using multiple information systems.

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

Careers: Possible job titles include:

- customer services adviser
- data entry operator
- general clerk
- payroll officer
- typist
- word processing operator

Job roles and titles will vary across different industry sectors.

Course Duration:0.5 years

Admission Requirements Year 12: Successful completion of VCE of equivalent

Admission Requirements International:IELTS level 5.5 or equivalent

Admission Requirements Mature Age: Successful completion of Certificate II in Business or you must be assessed by the Head of School as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Processes: Direct Entry, Employer Choice

COURSE STRUCTURE

To successfully complete this qualification, students must complete a total number of 12 units (1 core unit plus 11 elective units)

On-campus

Core Unit of Study

BSBOHS301B	APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE	20

Elective Units of Study

BSBADM307B	ORGANISE SCHEDULES	15
BSBCUS301A	DELIVER AND MONITOR A SERVICE TO CUSTOMERS	35
BSBDIV301A	WORK EFFECTIVELY WITH DIVERSITY	30
BSBFIA301A	MAINTAIN FINANCIAL RECORDS	60
BSBFIA302A	PROCESS PAYROLL	30
BSBFIA303A	PROCESS ACCOUNTS PAYABLE AND RECEIVABLE	30
BSBINM301A	ORGANISE WORKPLACE INFORMATION	30
BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	90
BSBITU309A	PRODUCE DESKTOP PUBLISHED DOCUMENTS	50
BSBSUS301A	IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	40
BSBWOR301B	ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT	30

BSBWRT301A	WRITE SIMPLE DOCUMENTS	30

Other Elective Units for Traineeship and RPL only

General Administration Units

BSBADM302B	PRODUCE TEXTS FROM NOTES	60
BSBADM303B	PRODUCE TEXTS FROM AUDIO TRANSCRIPTION	30
BSBADM307B	ORGANISE SCHEDULES	15
BSBADM311A	MAINTAIN BUSINESS RESOURCES	15
BSBADM401B	PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES	100
BSBADM405B	ORGANISE MEETINGS	20
BSBADM406B	ORGANISE BUSINESS TRAVEL	20
BSBADM407B	ADMINISTER PROJECTS	40
BSBADM409A	COORDINATE BUSINESS RESOURCES	30
BSBADM411A	PRODUCE COMPLEX TEXTS FROM AUDIO TRANSCRIPTION	60

Interpersonal Communication Units

BSBCCO301B	USE MULTIPLE INFORMATION SYSTEMS	40
BSBCMM201A	COMMUNICATE IN THE WORKPLACE	40
BSBCMM301B	PROCESS CUSTOMER COMPLAINTS	35
BSBCMM401A	MAKE A PRESENTATION	30

Customer Service Units

BSBCUS201B	DELIVER A SERVICE TO CUSTOMERS	40
BSBCUS301B	DELIVER AND MONITOR A SERVICE TO CUSTOMERS	35
BSBCUS401B	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES	40
BSBCUS402B	ADDRESS CUSTOMER NEEDS	50

Diversity Unit

BSBDIV301A	WORK EFFECTIVELY WITH DIVERSITY	30

e-Business Unit

BSBEBU401A	REVIEW AND MAINTAIN A WEBSITE	50

Workplace Effectiveness Units

BSBFLM303C	CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS	40
BSBFLM311C	SUPPORT A WORKPLACE LEARNING ENVIRONMENT	40

BSBFLM312C	CONTRIBUTE TO TEAM EFFECTIVENESS	40
BSBWOR202A	ORGANISE AND COMPLETE DAILY WORK ACTIVITIES	20
BSBWOR203B	WORK EFFECTIVELY WITH OTHERS	15
BSBWOR204A	USE BUSINESS TECHNOLOGY	20
BSBWOR302A	WORK EFFECTIVELY AS AN OFFSITE WORKER	25
BSBWOR404B	DEVELOP WORK PRIORITIES	40

Human Resources Units

BSBHRM401A	REVIEW HUMAN RESOURCES FUNCTIONS	40
BSBHRM402A	RECRUIT, SELECT AND INDUCT STAFF	50

Industry Context Unit

BSBIND201A	WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT	30

Information Management Units

BSBINM202A	HANDLE MAIL	15
BSBINM301A	ORGANISE WORKPLACE INFORMATION	30
BSBINM302A	UTILISE A KNOWLEDGE MANAGEMENT SYSTEM	50
BSBINM303A	HANDLE RECEIPT AND DESPATCH OF INFORMATION	15

Innovation Units

BSBINN201A	CONTRIBUTE TO WORKPLACE INNOVATION	35
BSBINN301A	PROMOTE INNOVATION IN A TEAM ENVIRONMENT	40

Information Technology Units

BSBITS401B	MAINTAIN BUSINESS TECHNOLOGY	40
BSBITU202A	CREATE AND USE SPREADSHEETS	30
BSBITU203A	COMMUNICATE ELECTRONICALLY	20
BSBITU301A	CREATE AND USE DATABASES	30
BSBITU302B	CREATE ELECTRONIC PRESENTATIONS	20
BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	90
BSBITU304A	PRODUCE SPREADSHEETS	35
BSBITU305A	CONDUCT ONLINE TRANSACTIONS	40
BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	80
BSBITU307A	DEVELOP KEYBOARDING SPEED AND ACCURACY	50
BSBITU309A	PRODUCE DESKTOP PUBLISHED DOCUMENTS	50

BSBITU401A	DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS	100
BSBITU402A	DEVELOP AND USE COMPLEX SPREADSHEETS	50

Learning and Development Unit

BSBLED401A	DEVELOP TEAMS AND INDIVIDUALS	40

Marketing Units

BSBMKG413A	PROMOTE PRODUCTS AND SERVICES	40
BSBMKG414B	UNDERTAKE MARKETING ACTIVITIES	50

Occupational Health and Safety Units

BSBOHS301B	APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE	20
BSBOHS403B	IDENTIFY HAZARDS AND ASSESS OHS RISKS	60
BSBOHS407A	MONITOR A SAFE WORKPLACE	50

Purchasing Unit

BSBPUR301B	PURCHASE GOODS AND SERVICES	60

Relationship Management Unit

BSBREL401A	ESTABLISH NETWORKS	35

Research Unit

BSBRES401A	ANALYSE AND PRESENT RESEARCH INFORMATION	40

Sustainability Units

BSBSUS201A	PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	20
BSBSUS301A	IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	40

Writing Unit

BSBWRT401A	WRITE COMPLEX DOCUMENTS	50

Finance Units

BSBFIA302A	PROCESS PAYROLL	30
BSBFIA303A	PROCESS ACCOUNTS PAYABLE AND RECEIVABLE	30
BSBFIA304A	MAINTAIN A GENERAL LEDGER	60
BSBFIA401A	PREPARE FINANCIAL REPORTS	50
FNSICGEN305B	MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS	20

Legal Units

BSBLEG301A	APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS	80
BSBLEG302A	CARRY OUT SEARCH OF THE PUBLIC RECORD	25
BSBLEG303A	DELIVER COURT DOCUMENTATION	10
BSBLEG304A	APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT	20
BSBLEG305A	USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS	40
BSBLEG306A	MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE	40
BSBLEG308A	ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE	10
BSBLEG406A	PROVIDE SUPPORT IN CRIMINAL LAW MATTERS	60

Medical Units

BSBMED301B	INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY	60
BSBMED302B	PREPARE AND PROCESS MEDICAL ACCOUNTS	30
BSBMED303B	MAINTAIN PATIENT RECORDS	20
BSBMED305B	APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT	20

Record Keeping Units

BSBRKG301B	CONTROL RECORDS	40
BSBRKG302B	UNDERTAKE DISPOSAL	30
BSBRKG303B	RETRIEVE INFORMATION FROM RECORDS	25
BSBRKG304B	MAINTAIN BUSINESS RECORDS	30
BSBRKG305A	REVIEW RECORDKEEPING FUNCTIONS	20
BSBRKG401B	REVIEW THE STATUS OF A RECORD	20

Product skills and advice units

BSBPRO301A	RECOMMEND PRODUCTS AND SERVICES	20

Project Management

PSPPM402B	MANAGE SIMPLE PROJECTS	65

CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL)
Course Code:BSB31007
Campus: Footscray Nicholson, Industry, St Albans.

About this course: Establish your career in the legal world with a sound basis in the legal system. Learn how to complete administrative tasks necessary to work in a legal office or legal department in an organisation.

Course Objectives: This qualification provides students with the skills and knowledge required to work in administrative work, including the legal industry, using some discretion and judgement. They may provide technical advice and support to a team.

Careers: Legal administrative support role such as Legal Receptionist.

Course Duration:0.5 years

Admission Requirements Year 12: Direct Entry

Admission Requirements Mature Age: Direct Entry

Admission Requirements VET: School Choice

Selection Processes: Direct Entry, Interview, Written Application, Employer Choice, OtherEducational qualifications, employment history (voluntary work) and life experience etc. are taken into account in selecting direct application students.

COURSE STRUCTURE

Students must successfully complete a minimum of 13 units – 2 core plus 5 legal administration units from the legal administration units listed and 4 administration units from the administration units listed for this qualification in BSB07 Business Services Training Package. Plus 2 other elective units selected from the remaining administration units, the remaining legal administration units or the generic business elective units listed or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package.

The course requires the completion of the following units:

Core Units of Study

BSBITU307A	DEVELOP KEYBOARDING SPEED AND ACCURACY	50
BSBOHS201A	PARTICIPATE IN OHS PROCESSES	20

Elective Units of Study

BSBLEG301A	APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS	80
BSBLEG305A	USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS	40
BSBLEG302A	CARRY OUT SEARCH OF THE PUBLIC RECORD	25
BSBLEG303A	DELIVER COURT DOCUMENTATION	10
BSBLEG304A	APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT	20
BSBLEG308A	ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE	10
BSBINM303A	HANDLE RECEIPT AND DESPATCH OF INFORMATION	15

BSBLEG306A	MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE	40
BSBITU304A	PRODUCE SPREADSHEETS	35
BSBADM307B	ORGANISE SCHEDULES	15
BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	80
BSBWRT301A	WRITE SIMPLE DOCUMENTS	30
BSBIND201A	WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT	30
BSBCUS301B	DELIVER AND MONITOR A SERVICE TO CUSTOMERS	35
BSBCMM301B	PROCESS CUSTOMER COMPLAINTS	35
BSBWOR301B	ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT	30
BSBITU201A	PRODUCE SIMPLE WORD PROCESSED DOCUMENTS	60
BSBITU203A	COMMUNICATE ELECTRONICALLY	20
BSBITU302B	CREATE ELECTRONIC PRESENTATIONS	20
BSBWOR204A	USE BUSINESS TECHNOLOGY	20

Industry Electives

BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	90
BSBADM303B	PRODUCE TEXTS FROM AUDIO TRANSCRIPTION	30
BSBADM311A	MAINTAIN BUSINESS RESOURCES	15
BSBINM302A	UTILISE A KNOWLEDGE MANAGEMENT SYSTEM	50

RPL only

CERTIFICATE IV IN LEGAL SERVICES
Course Code:BSB40110
Campus: Footscray Nicholson, Industry, City Queen.

Course Objectives: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base to provide support in a range of legal service settings. They apply solutions to a range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: legal assistant, legal secretary, legal support officer, assistant paralegal.

Course Duration:0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Relevant industry experience, direct or VTAC application

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

COURSE STRUCTURE

Total number of units = 12 8 core units plus 4 elective units   The four elective units may be selected from the remaining elective units listed below, or from other qualifications, at the same qualification level or one level higher, in BSB07 Business Services Training Package or any other currently endorsed Training Package or accredited course. One elective unit may be selected from either a Certificate III or Diploma qualification inBSB07 or any other currently endorsed Training Package or accredited course   Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

BSBCMM402A	IMPLEMENT EFFECTIVE COMMUNICATION STRATEGIES	40
BSBCOM406A	CONDUCT WORK WITHIN A COMPLIANCE FRAMEWORK	30
BSBLEG413A	IDENTIFY AND APPLY THE LEGAL FRAMEWORK	60
BSBLEG414A	ESTABLISH AND MAINTAIN A FILE IN LEGAL SERVICES	50
BSBLEG418A	PRODUCE COMPLEX LEGAL DOCUMENTS	80
BSBLEG415A	APPLY THE PRINCIPLES OF CONTRACT LAW	60
BSBLEG416A	APPLY THE PRINCIPLES OF THE LAW OF TORTS	60
BSBRES404A	RESEARCH LEGAL INFORMATION USING PRIMARY SOURCES	40

Elective Units

BSBINN501A	ESTABLISH SYSTEMS THAT SUPPORT INNOVATION	50
BSBINN502A	BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT	50
BSBLEG403B	MAINTAIN TRUST ACCOUNTS	50
BSBLEG417A	APPLY THE PRINCIPLES OF EVIDENCE LAW	60
BSBSUS201A	PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	20
BSBSUS301A	IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	40
BSBWOR402A	PROMOTE TEAM EFFECTIVENESS	50
BSBOHS301B	APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE	20
BSBADM303B	PRODUCE TEXTS FROM AUDIO TRANSCRIPTION	30

CERTIFICATE IV IN BUSINESS
Course Code:BSB40207
Campus:Footscray Nicholson, Industry.

About this course:Advance your career in the business sector. Gain the knowledge and skills required to undertake administrative work across all industries, such as developing work priorities, co-ordinating customer service strategies, ensuring a safe

workplace and producing complex business documents. This course is offered to workplaces only, at the employer¿s request. Individuals cannot apply for this course.

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

Careers:Administration, Project Officer.

Course Duration:1 year

Admission Requirements Year 12:Successful completion of VCE or equivalent

Admission Requirements Mature Age:Direct Entry

Admission Requirements Other:Employer Choice

Selection Processes:Interview, Portfolio, Written Application

COURSE STRUCTURE

Students must successfully complete a minimum of 10 units - 1 core unit plus 9 electives. At least 5 electives must be selected from the elective list provided in training package (aligned at AQF4). The other 4 elective units may be selected from the remaining units listed from the BSB07 Training package or any other endorsed national training package. If not listed, 1 unit may be selected from Certificate III or Diploma qualification. 5 Units selected from another training package must not duplicate units selected from or available within the BSB07- Business service training package. Where the packaging of this qualification meets the rules of a specialist qualification at this level, then the specialist qualification and not the general qualification is awarded.

Core Unit

| BSBOHS407A | MONITOR A SAFE WORKPLACE | 50 |

Elective Units

BSBINN301A	PROMOTE INNOVATION IN A TEAM ENVIRONMENT	40
BSBRSK401A	IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES	50
BSBMGT402A	IMPLEMENT OPERATIONAL PLAN	40
BSBHRM402A	RECRUIT, SELECT AND INDUCT STAFF	50
BSBRES401A	ANALYSE AND PRESENT RESEARCH INFORMATION	40
BSBFIA402A	REPORT ON FINANCIAL ACTIVITY	30
BSBLED401A	DEVELOP TEAMS AND INDIVIDUALS	40
BSBWOR401A	ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS	50
BSBREL401A	ESTABLISH NETWORKS	35

BSBINM301A	ORGANISE WORKPLACE INFORMATION	30
BSBWOR402A	PROMOTE TEAM EFFECTIVENESS	50
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	70
BSBFIA301A	MAINTAIN FINANCIAL RECORDS	60
BSBPRO301A	RECOMMEND PRODUCTS AND SERVICES	20
BSBMGT405A	PROVIDE PERSONAL LEADERSHIP	50
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60
BSBCMM301B	PROCESS CUSTOMER COMPLAINTS	35
BSBITU304A	PRODUCE SPREADSHEETS	35
BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	90
BSBITU302A	CREATE ELECTRONIC PRESENTATIONS	20
BSBCUS403B	IMPLEMENT CUSTOMER SERVICE STANDARDS	30
BSBEMS401B	DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE	50
BSBHRM506A	MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES	60
BSBMGT401A	SHOW LEADERSHIP IN THE WORKPLACE	50
BSBSMB407A	MANAGE A SMALL TEAM	40
BSBWOR404A	DEVELOP WORK PRIORITIES	40
BSBCMN311B	MAINTAIN WORKPLACE SAFETY	40
BSBADM504B	PLAN OR REVIEW ADMINISTRATION SYSTEMS	50
BSBCUS301B	DELIVER AND MONITOR A SERVICE TO CUSTOMERS	35
BSBADM311A	MAINTAIN BUSINESS RESOURCES	15
BSBPUR301B	PURCHASE GOODS AND SERVICES	60
BSBFIA303A	PROCESS ACCOUNTS PAYABLE AND RECEIVABLE	30
BSBLEG305A	USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS	40
BSBLEG308A	ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE	10
BSBMGT516A	FACILITATE CONTINUOUS IMPROVEMENT	60
BSBITU307A	DEVELOP KEYBOARDING SPEED AND ACCURACY	50
BSBMKG412A	CONDUCT ELECTRONIC MARKETING COMMUNICATIONS	30
FNSICIND301B	WORK IN THE FINANCIAL SERVICES INDUSTRY	30

BSBITA401A	DESIGN DATABASES	60
BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	80
FNSICIND401B	APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY	30
BSBADM503B	PLAN AND MANAGE CONFERENCES	30

RPL Units

CERTIFICATE IV IN BUSINESS ADMINISTRATION
Course Code:BSB40507
Campus: Footscray Nicholson, St Albans.

About this course: Develop your administrative skills to a high level and get a broad knowledge of a variety of administrative positions. You will learn how to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

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

Careers: Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant.

Course Duration:0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International:IELTS level 5.5

Admission Requirements Mature Age:VTAC or Direct Entry Written Application

Admission Requirements Other: Applicants will be assessed by the Selection officer as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Processes: Direct Entry, Written Application, VTAC, OtherIf you are applying to study full-time in first semester, you must apply through VTAC. For mid-semester enrolments and part time studies, apply direct to the School by completing a TAFE Direct Application Form available from the School or VU website www.vu.edu.au/Admissions.

COURSE STRUCTURE

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

All units listed below can be delivered in either campus or industry mode depending on demand.

The course requires the completion of 10 units: 5 Administration units plus 5 electives.

Administration Units of Study

BSBADM405B	ORGANISE MEETINGS	20
BSBADM406B	ORGANISE BUSINESS TRAVEL	20
BSBITU401A	DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS	100
BSBINM401A	IMPLEMENT WORKPLACE INFORMATION SYSTEM	40
BSBITU404A	PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS	50

Elective Units of Study

BSBADM407B	ADMINISTER PROJECTS	40
BSBMKG414A	UNDERTAKE MARKETING ACTIVITIES	50
BSBRES401A	ANALYSE AND PRESENT RESEARCH INFORMATION	40
BSBWOR402A	PROMOTE TEAM EFFECTIVENESS	50
BSBMKG413A	PROMOTE PRODUCTS AND SERVICES	40
BSBCMM401A	MAKE A PRESENTATION	30
FNSICGEN305A	MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS	20
BSBPUB403A	DEVELOP PUBLIC RELATIONS DOCUMENTS	80
BSBPUR301B	PURCHASE GOODS AND SERVICES	60
BSBADM307B	ORGANISE SCHEDULES	15
BSBWOR404A	DEVELOP WORK PRIORITIES	40
BSBITU309A	PRODUCE DESKTOP PUBLISHED DOCUMENTS	50
BSBWOR401A	ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS	50
BSBWOR502A	ENSURE TEAM EFFECTIVENESS	60

Additional Elective Units

BSBFIA301A	MAINTAIN FINANCIAL RECORDS	60
BSBFIA302A	PROCESS PAYROLL	30
BSBFIA303A	PROCESS ACCOUNTS PAYABLE AND RECEIVABLE	30
FNSICGEN305B	MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS	20
BSBITU301A	CREATE AND USE DATABASES	30
BSBITU302A	CREATE ELECTRONIC PRESENTATIONS	20
BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	90
BSBITU304A	PRODUCE SPREADSHEETS	35
BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	80

BSBITU307A	DEVELOP KEYBOARDING SPEED AND ACCURACY	50
BSBSUS301A	IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	40
BSBLED401A	DEVELOP TEAMS AND INDIVIDUALS	40
BSBITA401A	DESIGN DATABASES	60
BSBCMM301B	PROCESS CUSTOMER COMPLAINTS	35
BSBOHS201A	PARTICIPATE IN OHS PROCESSES	20
BSBWRT301A	WRITE SIMPLE DOCUMENTS	30
BSBCUS403B	IMPLEMENT CUSTOMER SERVICE STANDARDS	30
BSBHRM402A	RECRUIT, SELECT AND INDUCT STAFF	50

Possible elective units for RPL/Industry:

CERTIFICATE IV IN FRONTLINE MANAGEMENT
Course Code: BSB40807
Campus: Industry.

About this course: Learn the skills to position yourself in the first line of management in a wide range of organisations and industries. You may have an existing qualification and technical skills in your vocation or profession, but need to upgrade your skills or recognition to take on supervisory functions. This course is offered to workplaces only, at the employer's request. Individuals cannot apply for this course.

Course Objectives: This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualification and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions.

Careers: Coordinator, Leading Hand, Supervisor, Team Leader.

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Employer Choice

Selection Processes: Interview, Written Application, Employer Choice

COURSE STRUCTURE

Students must successfully complete 4 core units and 6 elective units. At least 3 of the elective units must be selected from the elective units listed in the qualification. The other 3 elective units may be selected from the remaining elective units listed for the qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. 1 unit may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Core:

BSBMGT401A	SHOW LEADERSHIP IN THE WORKPLACE	50
BSBMGT402A	IMPLEMENT OPERATIONAL PLAN	40
BSBOHS407A	MONITOR A SAFE WORKPLACE	50
BSBWOR402A	PROMOTE TEAM EFFECTIVENESS	50

Elective:

BSBCUS401A	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES	40
BSBINM401A	IMPLEMENT WORKPLACE INFORMATION SYSTEM	40
BSBMGT403A	IMPLEMENT CONTINUOUS IMPROVEMENT	40
BSBPMG510A	MANAGE PROJECTS	60
BSBWOR401A	ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS	50
BSBINN301A	PROMOTE INNOVATION IN A TEAM ENVIRONMENT	40
BSBCUS403A	IMPLEMENT CUSTOMER SERVICE STANDARDS	30
BSBREL401A	ESTABLISH NETWORKS	35
BSBDIV301A	WORK EFFECTIVELY WITH DIVERSITY	30
BSBADM409A	COORDINATE BUSINESS RESOURCES	30
BSBLED501A	DEVELOP A WORKPLACE LEARNING ENVIRONMENT	60
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	70
BSBWOR404B	DEVELOP WORK PRIORITIES	40
BSBCUS402A	ADDRESS CUSTOMER NEEDS	50
BSBRKG402B	PROVIDE INFORMATION FROM AND ABOUT RECORDS	20
BSBHRM402A	RECRUIT, SELECT AND INDUCT STAFF	50

CERTIFICATE IV IN HUMAN RESOURCES
Course Code:BSB41007
Campus: Footscray Nicholson, Industry.

About this course: Take the next step towards a meaningful career in human resources. Gain entry-level skills that are common across all HR roles including:

- presentation skills;
- co-ordinating HR services;
- recruitment and performance management processes;
- how to establish effective workplace relationships.

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

Careers: Human Resources Assistant, Human Resources Officer, Payroll Officer.

Course Duration:0.5 years

Admission Requirements Year 12:VTAC and Direct Entry

Admission Requirements International:IELTS 5.5

Admission Requirements Mature Age: Direct Entry

Selection Processes: Direct Entry, Written Application, VTAC, OtherCourse applicants are assessed and ranked against course selection criteria available from the School.

COURSE STRUCTURE

Complete a total of 10 units: 4 core units plus 6 elective units. At least 3 of the elective units must be selected from the elective units listed. The other 3 elective units may be selected from the remaining elective units listed in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification. 1 year full-time or 18 months part-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: students can progress from Certificate IV in Human Resources to Diploma of Human Resources. Please contact the School for advice. Recognition of Prior Learning may apply.

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

Core Units

BSBHRM401A	REVIEW HUMAN RESOURCES FUNCTIONS	40
BSBHRM402A	RECRUIT, SELECT AND INDUCT STAFF	50
BSBHRM403A	SUPPORT PERFORMANCE MANAGEMENT PROCESS	40
BSBWRK410A	IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES	50

Elective Units

BSBFIA402A	REPORT ON FINANCIAL ACTIVITY	30
BSBRES401A	ANALYSE AND PRESENT RESEARCH INFORMATION	40
BSBWOR401A	ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS	50
BSBWRT401A	WRITE COMPLEX DOCUMENTS	50
BSBOHS407A	MONITOR A SAFE WORKPLACE	50
BSBREL401A	ESTABLISH NETWORKS	35
BSBRSK501B	MANAGE RISK	60
TAADEL401A	PLAN AND ORGANISE GROUP-BASED DELIVERY	20
TAADEL402A	FACILITATE GROUP-BASED LEARNING	20
BSBCUS401B	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES	40
BSBHRM507A	MANAGE SEPARATION OR TERMINATION	50
BSBLED401A	DEVELOP TEAMS AND INDIVIDUALS	40

BSBREL402A	BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS	50
BSBMGT405A	PROVIDE PERSONAL LEADERSHIP	50
BSBINM401A	IMPLEMENT WORKPLACE INFORMATION SYSTEM	40
BSBSUS301A	IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	40
BSBPMG401A	APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES	40

CERTIFICATE IV IN BUSINESS (GOVERNANCE)

Course Code:BSB41910
Campus: Industry.

About this course: Get the skills and knowledge required to become a board member of an Indigenous corporation. Learn the responsibilities and obligations to the community as well as organisational planning and overseeing financial management.

Course Objectives: This qualification reflects the role of individuals who undertake the responsibilities required of a member or board member of an Indigenous corporation. Board members would bring a wide range of knowledge, skills, talents and experience to their organisations. Boards of Aboriginal and Torres Strait Islander community managed organisations operate in two worlds, with cultural obligations to their community as well as legal and financial obligations to the wider community and funding bodies. In their special role of leading their organisations, board members would ensure that they are individually and collectively contributing the best value to the board, organisation and community while fulfilling their duties

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Board Member Coordinator of Quality Governance Australian Public Servant (APS) Contact Officer / Secretary Managers and senior staff of an organisation or company

Course Duration:0.5 years

Admission Requirements Other: Students are selected by Aboriginal Affairs Victoria on a Employer Choice Basis.

Selection Processes: Employer Choice

COURSE STRUCTURE

To achieve the Certificate IV in Business (Governance) a total of 12 units must be completed; 7 core units plus 5 elective units. Up to 2 elective units may be selected from elsewhere in the Business Services Training Package or any other endorsed Training Package, or accredited course provided they are relevant to the work of Indigenous Community Boards of Management. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from the Business Services Training Package

| BSBATSIC412A | MAINTAIN AND PROTECT CULTURAL VALUES IN THE ORGANISATION | 60 |
| BSBATSIL411A | UNDERTAKE THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER | 60 |

BSBATSIL413A	REVIEW AND APPLY THE CONSTITUTION	40
BSBATSIM416A	OVERSEE ORGANISATIONAL PLANNING	60
BSBATSIM417A	IMPLEMENT ORGANISATIONAL PLANS	50
BSBATSIM418A	OVERSEE FINANCIAL MANAGEMENT	50
BSBATSIM419A	CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF ORGANISATIONAL POLICIES	40
BSBATSIL408C	MANAGE A BOARD MEETING	40
BSBATSIL412A	PARTICIPATE EFFECTIVELY AS A BOARD MEMBER	35
BSBWRT401A	WRITE COMPLEX DOCUMENTS	50
BSBATSIM414C	OVERSEE THE ORGANISATION'S ANNUAL BUDGET	40
BSBRES401A	ANALYSE AND PRESENT RESEARCH INFORMATION	40
PSPGOV413A	COMPOSE COMPLEX WORKPLACE DOCUMENTS	40

DIPLOMA OF LEGAL SERVICES

Course Code:BSB50110
Campus: Footscray Nicholson, Industry, City King St, City Queen, St Albans.

About this course: Learn the skills to get a start in the legal world. Develop the knowledge and skills to perform a wide variety of tasks in the challenging and rewarding field of law to assist the legal professional. These include:

- conducting legal research
- managing files
- liaising with other parties
- drafting documents under supervision

Course Objectives: This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan and carry out work in a legal context in accordance with legislation, regulations and codes of practice relevant to the different jurisdictions

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: executive assistant legal services support officer paralegal senior legal secretary.

Course Duration:0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International:IELTS 5.5

Admission Requirements Mature Age: Relevant industry experience, direct or VTAC application

Selection Processes: Direct Entry, Interview, Written Application, Written Test

COURSE STRUCTURE

To be awarded the Diploma of Legal Services competency students must achieve a total number of 10 units. Four core units and six elective units.

Core Units

BSBCOM501B	IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS	20
BSBCMM501A	DEVELOP AND NURTURE RELATIONSHIPS	40
BSBLED503A	MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE	30
BSBRES502A	RESEARCH LEGAL INFORMATION USING SECONDARY SOURCES	40

Elective Units

BSBLEG510A	APPLY LEGAL PRINCIPLES IN FAMILY LAW MATTERS	60
BSBLEG511A	APPLY LEGAL PRINCIPLES IN CRIMINAL LAW MATTERS	60
BSBLEG512A	APPLY LEGAL PRINCIPLES IN PROPERTY LAW MATTERS	60
BSBLEG513A	APPLY LEGAL PRINCIPLES IN CORPORATION LAW MATTERS	60
BSBLEG514A	ASSIST WITH CIVIL PROCEDURE	60
BSBLEG515A	APPLY LEGAL PRINCIPLES IN WILLS AND PROBATE MATTERS	60
BSBSUS301A	IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	40
BSBSUS501A	DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY	50
BSBWOR501B	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60
BSBLEG416A	APPLY THE PRINCIPLES OF THE LAW OF TORTS	60

DIPLOMA OF BUSINESS
Course Code:BSB50207
Campus: Footscray Nicholson, Industry.

About this course: Expand on your managerial expertise in the corporate world. Using your current experience as a platform, you will broaden your theoretical business skills and knowledge to improve your employability in the industry. This course is offered to workplaces only, at the employer's request. Individuals cannot apply for this course.

Course Objectives: This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

Careers: Executive Officer, Program Consultant, Program Coordinator

Course Duration:9 months

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

Admission Requirements Mature Age: Direct entry

Admission Requirements Other: Employer choice

Selection Processes: Direct Entry, Interview, Portfolio, Employer Choice

COURSE STRUCTURE

Students must successfully complete a minimum of 8 units listed in the BSB07 Business Services Training Package for this qualification.

Choose 8 units of study:

BSBRSK501B	MANAGE RISK	60
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60
BSBFIM501A	MANAGE BUDGETS & FINANCIAL PLANS	70
BSBMGT502A	MANAGE PEOPLE PERFORMANCE	70
BSBMGT605B	PROVIDE LEADERSHIP ACROSS THE ORGANISATION	60
BSBOHS509A	ENSURE A SAFE WORKPLACE	60
BSBPMG510A	MANAGE PROJECTS	60
BSBHRM604A	MANAGE EMPLOYEE RELATIONS	60
BSBLED501A	DEVELOP A WORKPLACE LEARNING ENVIRONMENT	60
BSBPMG501A	MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES	60
BSBWOR502A	ENSURE TEAM EFFECTIVENESS	60
BSBHRM506A	MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES	60
BSBCMM401A	MAKE A PRESENTATION	30
BSBITU402A	DEVELOP AND USE COMPLEX SPREADSHEETS	50
BSBMGT403A	IMPLEMENT CONTINUOUS IMPROVEMENT	40
BSBCUS401B	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES	40
BSBADM405B	ORGANISE MEETINGS	20
TAADEL402B	FACILITATE GROUP BASED LEARNING	20
TAADEL403B	FACILITATE INDIVIDUAL LEARNING	15
BSBADM502B	MANAGE MEETINGS	30
BSBADM503B	PLAN AND MANAGE CONFERENCES	30

BSBADM504B	PLAN OR REVIEW ADMINISTRATION SYSTEMS	50
BSBADM506B	MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT	80

Industry Electives

BSBINM501A	MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM	50
BSBCUS501A	MANAGE QUALITY CUSTOMER SERVICE	40
BSBHRM502A	MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS	60
BSBFIM502A	MANAGE PAYROLL	30
BSBMGT401A	SHOW LEADERSHIP IN THE WORKPLACE	50
FNSACCT407B	SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM	80
BSBHRM501A	MANAGE HUMAN RESOURCES SERVICES	60
BSBITB501A	ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK	50
BSBSUS501A	DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY	50
SITXEVT003A	PROCESS AND MONITOR EVENT REGISTRATIONS	60
SITXEVT004A	COORDINATE ON SITE EVENT REGISTRATIONS	40
SITXEVT005A	ORGANISE IN-HOUSE EVENTS OR FUNCTIONS	40
SITXEVT017A	PROVIDE ON SITE EVENT MANAGEMENT SERVICES	60
BSBWOR401A	ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS	50
PSPGOV602B	ESTABLISH AND MAINTAIN STRATEGIC NETWORKS	40
BSBPUB504A	DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PLANS	40
BSBCUS402B	ADDRESS CUSTOMER NEEDS	50

DIPLOMA OF BUSINESS ADMINISTRATION
Course Code:BSB50407
Campus:Footscray Nicholson, Industry, City King St, St Albans, Flexible Education..

About this course:Build on your existing computer and administrative skills to advance your career opportunities. You will learn a range of specialised, technical or managerial skills to plan, carry out and evaluate your own work and the work of a team.

Course Objectives:This qualification provides a sound theoretical knowledge base and use a range of specialised, technical or managerial skills to plan, carry out and evaluate their own work and/or the work of a team.

Careers:Administration Manager, General Office Manager, Office Manager, Executive Personal Assistant, Office Administrator, Project Assistant.

Course Duration:0.5 years

Admission Requirements Year 12:Successful completion of VCE or equivalent

Admission Requirements International:IELTS 5.5

Admission Requirements Mature Age:Direct or VTAC application

Selection Processes:Direct Entry, Written Application, VTAC, Employer Choice, OtherSuccessful completion of Certificate IV in Business Administration or you must be assessed by the School as being capable of successfully completing the course.Educational qualifications, employment history (voluntary work) and life experience may be taken into account when selecting direct applicants.

COURSE STRUCTURE

The Diploma of Business Administration is offered on a full-time basis or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation. Traineeships are usually delivered both on and off-the-job or in a mixture of these delivery modes over a twelve month period. The Diploma of Business Administration is a four-stage course with multiple entry and exit points. It provides an opportunity for participants with no previous experience as well as catering for skill and knowledge enhancement for those with basic administration skills. Participants who successfully complete each stage are eligible to apply for entry into the next level. RPL (Recognition of Prior Learning) and Credit policies apply. Stage 1 Certificate II in Business 18 weeks Stage 2 Certificate III in Business 18 weeks Stage 3 Certificate IV in Business Administration 18 weeks Stage 4 Diploma of Business Administration 18 weeks Diploma of Business Administration is offered full time, or part time and flexible learning arrangements which may include off-campus study, workshops or workplace facilitation.

All units listed below can be delivered to either campus or industry mode depending on demand.

The Stage 4 Diploma course requires the completion of 8 units as follows:

Core Units of Study: (a) A minimum of 5 Administration units:

BSBITB501A	ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK	50
BSBFIM502A	MANAGE PAYROLL	30
BSBADM502B	MANAGE MEETINGS	30
BSBADM503B	PLAN AND MANAGE CONFERENCES	30
BSBADM504B	PLAN OR REVIEW ADMINISTRATION SYSTEMS	50
BSBADM506B	MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT	80
BSBPMG510A	MANAGE PROJECTS	60

(b) And 3 elective units of study:

BSBWOR502A	ENSURE TEAM EFFECTIVENESS	60
BSBCUS501A	MANAGE QUALITY CUSTOMER SERVICE	40
BSBEBU502A	IMPLEMENT EBUSINESS SOLUTIONS	50
BSBHRM506A	MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES	60
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	70
BSBPUB503A	MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES	50
BSBRKG502B	MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS	40
BSBSUS501A	DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY	50
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60
BSBEBU401A	REVIEW AND MAINTAIN A WEBSITE	50
BSBRKG402B	PROVIDE INFORMATION FROM AND ABOUT RECORDS	20
BSBINN301A	PROMOTE INNOVATION IN A TEAM ENVIRONMENT	40

All units listed below can be delivered to either campus or industry/RPL mode depending on demand.

BSBADM405B	ORGANISE MEETINGS	20
BSBADM406B	ORGANISE BUSINESS TRAVEL	20
BSBITU401A	DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS	100
BSBCUS402B	ADDRESS CUSTOMER NEEDS	50
TAADEL403A	FACILITATE INDIVIDUAL LEARNING	15
BSBINM501A	MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM	50
BSBITU305A	CONDUCT ONLINE TRANSACTIONS	40
BSBITU402A	DEVELOP AND USE COMPLEX SPREADSHEETS	50
BSBITU404A	PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS	50
BSBADM407B	ADMINISTER PROJECTS	40
BSBINM401A	IMPLEMENT WORKPLACE INFORMATION SYSTEM	40
BSBMKG413A	PROMOTE PRODUCTS AND SERVICES	40
BSBMKG414A	UNDERTAKE MARKETING ACTIVITIES	50
BSBWOR402A	PROMOTE TEAM EFFECTIVENESS	50

| BSBWOR404A | DEVELOP WORK PRIORITIES | 40 |
| BSBCMM401A | MAKE A PRESENTATION | 30 |

RPL Only Units

DIPLOMA OF HUMAN RESOURCES MANAGEMENT
Course Code:BSB50607
Campus: Footscray Nicholson, Industry.

About this course: Start your career in the exciting world of human resources. You¿ll learn to become a real manager of people and resources in small to large organisations. You¿ll become proficient in such areas as:

- managing payroll and finances
- develop polices for sustainable workplaces
- managing change, projects and risks in organisations
- ensuring workplaces are safe
- providing leadership

Course Objectives: The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation and/ or articulate into a relevant area of higher education.

Careers: Consultant, Manager, Advisor or Senior Officer in the Human Resource field.

Course Duration:1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International:IELTS 5.5

Admission Requirements Mature Age: Extensive industry experience. Direct or VTAC application

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

COURSE STRUCTURE

One year full-time. Time required to complete the course will vary according to the delivery and assessment mode offered. NB: this accelerated course includes Certificate IV in Business (Human Resources). Please contact the School for advice. Recognition of Prior Learning may apply. Students must successfully complete a minimum of 8 units – 3 core units plus 5 elective. At least 3 electives must be selected from the elective list for this qualification provided in the training package (aligned at AQF4). The other 2 elective units may be selected from the remaining elective units listed in the Training Package for this qualification or from any course in the BSB07 Training Package or other endorsed national Training Package. If not listed, 1 unit may be selected from Certificate III or Diploma qualification.

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

Core Units

| BSBHRM501A | MANAGE HUMAN RESOURCES SERVICES | 60 |

BSBHRM503A	MANAGE PERFORMANCE MANAGEMENT SYSTEMS	60
BSBHRM504A	MANAGE WORKFORCE PLANNING	60

Elective Units

BSBHRM505A	MANAGE REMUNERATION AND EMPLOYEE BENEFITS	60
BSBHRM509A	MANAGE REHABILITATION & RETURN TO WORK	50
BSBFIM502A	MANAGE PAYROLL	30
BSBFIM501A	MANAGE BUDGETS & FINANCIAL PLANS	70
BSBWRK509A	MANAGE INDUSTRIAL RELATIONS	80
BSBHRM506A	MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES	60
BSBINN601A	MANAGE ORGANISATIONAL CHANGE	60
BSBRSK501B	MANAGE RISK	60
BSBPMG510A	MANAGE PROJECTS	60
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60
BSBOHS509A	ENSURE A SAFE WORKPLACE	60
BSBHRM507A	MANAGE SEPARATION OR TERMINATION	50
BSBCUS501A	MANAGE QUALITY CUSTOMER SERVICE	40
BSBHRM502A	MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS	60
BSBFIM601A	MANAGE FINANCES	80
BSBMGT605B	PROVIDE LEADERSHIP ACROSS THE ORGANISATION	60
BSBLED501A	DEVELOP A WORKPLACE LEARNING ENVIRONMENT	60
BSBSUS501A	DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY	50

DIPLOMA OF MANAGEMENT
Course Code: BSB51107
Campus: Footscray Nicholson, Industry, City King St.

About this course: Learn how to manage the work of others and add value to management practices in any industry or organisation. You will already have considerable experience in your respective industry or vocational area, and will learn to couple an informed perspective with improved managerial approaches.

Course Objectives: This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.

Careers: Manager.

Course Duration: 1 year

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

Admission Requirements Mature Age: Direct Application

Admission Requirements Other: It is recommended that all Frontline Management industry students currently be in a supervisory role.

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

COURSE STRUCTURE

Students must successfully complete a minimum of 8 units - 5 core unit plus 3 electives. The 3 electives may be selected from the core or elective list provided for the qualification in the Business Services training package or from any other endorsed national training package. If not listed, 1 unit may be selected from Certificate IV or Advanced Diploma qualification. Units selected from another training package must not duplicate units selected from or available within the BSB07 Business Services training package.

Management Stream

BSBPMG510A	MANAGE PROJECTS	60
BSBRSK501B	MANAGE RISK	60
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	70
BSBMGT515A	MANAGE OPERATIONAL PLAN	60
BSBFIM501A	MANAGE BUDGETS & FINANCIAL PLANS	70
BSBINM501A	MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM	50

Frontline Management Stream

BSBCUS501C	MANAGE QUALITY CUSTOMER SERVICE	40
BSBMGT516C	FACILITATE CONTINUOUS IMPROVEMENT	60
BSBOHS509A	ENSURE A SAFE WORKPLACE	60
BSBWOR501B	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60
BSBWOR502B	ENSURE TEAM EFFECTIVENESS	60
BSBHRM604A	MANAGE EMPLOYEE RELATIONS	60
BSBHRM402A	RECRUIT, SELECT AND INDUCT STAFF	50
BSBCOM503B	DEVELOP PROCESSES FOR THE MANAGEMENT OF BREACHES IN COMPLIANCE REQUIREMENTS	30

CHCORG529B	PROVIDE COACHING AND MOTIVATION	70
BSBATSIL503B	MANAGE CONFLICT	60
BSBWOR502B	ENSURE TEAM EFFECTIVENESS	60
BSBMGT406A	PLAN AND MONITOR CONTINUOUS IMPROVEMENT	50
BSBITU402A	DEVELOP AND USE COMPLEX SPREADSHEETS	50
PSPGOV508A	MANAGE CONFLICT	50
BSBWOR403A	MANAGE STRESS IN THE WORKPLACE	60
BSBMGT403A	IMPLEMENT CONTINUOUS IMPROVEMENT	40
BSBFIM501A	MANAGE BUDGETS & FINANCIAL PLANS	70
BSBINM501A	MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM	50
BSBLED501A	DEVELOP A WORKPLACE LEARNING ENVIRONMENT	60
BSBMGT515A	MANAGE OPERATIONAL PLAN	60
BSBPMG510A	MANAGE PROJECTS	60
BSBADM502B	MANAGE MEETINGS	30
BSBMGT404A	LEAD AND FACILITATE OFFSITE STAFF	40
BSBMGT605B	PROVIDE LEADERSHIP ACROSS THE ORGANISATION	60
BSBREL402A	BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS	50
BSBCUS401B	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES	40
BSBOHS407A	MONITOR A SAFE WORKPLACE	50
BSBHRM506A	MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES	60
BSBHRM504A	MANAGE WORKFORCE PLANNING	60
BSBMGT615A	CONTRIBUTE TO ORGANISATION DEVELOPMENT	60
BSBINN601A	MANAGE ORGANISATIONAL CHANGE	60
BSBSUS501A	DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY	50
SIRXMGT005A	SET STRATEGIC PLANS	80
BSBREL401A	ESTABLISH NETWORKS	35
BSBATSIL511A	LEAD THE ORGANISATION'S STRATEGIC PLANNING CYCLE	80
BSBATSIL512A	BE A LEADER IN THE COMMUNITY	60

DIPLOMA OF PROJECT MANAGEMENT
Course Code:BSB51407
Campus: Footscray Nicholson, Industry.

About this course: Further your career learning important skills in project management. Gain knowledge and skills in time, cost and communications management.

Course Objectives: This qualification will provide the skills required for those involved in managing projects of any magnitude. It is also suitable for those currently at management level wanting to enhance their skills in the project management area. The course aims to provide the ability to lead, plan, and execute projects to meet deadlines and budgets. Project management is applicable across all industries and businesses large and small.

Careers: Graduates from Diploma of Project Management become:

- Project Leaders,
- Project Management Facilitators or
- Project or Program Administrators.

Course Duration:1 year

Admission Requirements Mature Age: Direct application.

Admission Requirements Other: Employer Choice, Industry Only

Selection Processes: Direct Entry, Employer Choice

COURSE STRUCTURE

To be eligible for Diploma of Project Management participants must complete nine (9) core units of study.

BSBPMG501A	MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES	60
BSBPMG502A	MANAGE PROJECT SCOPE	40
BSBPMG503A	MANAGE PROJECT TIME	40
BSBPMG504A	MANAGE PROJECT COSTS	40
BSBPMG505A	MANAGE PROJECT QUALITY	40
BSBPMG506A	MANAGE PROJECT HUMAN RESOURCES	40
BSBPMG507A	MANAGE PROJECT COMMUNICATIONS	40
BSBPMG508A	MANAGE PROJECT RISK	40
BSBPMG509A	MANAGE PROJECT PROCUREMENT	40

CERTIFICATE IV IN BOOKKEEPING
Course Code:FNS40210
Campus: Footscray Nicholson, St Albans.

About this course: Learn the skills you need to be a bookkeeper and to establish and maintain accounting systems. Learn how to assist with Business Activity Statements

(BAS), office taxes, payroll, and the development of management systems for organisations.

Course Objectives: To meet regulatory requirements under the new Tax Agent Services Act for bookkeepers. This course is designed for people seeking a career as a professional bookkeeper. They can be working as a contract or permanent paid bookkeeper under the direction of a tax agent/public accountant or bookkeeping business or franchise, or in their own bookkeeping business.

Careers: Contract Bookkeeper; Permanent Paid Bookkeeper

Course Duration: 0.5 years

Admission Requirements Mature Age: Relevant industry or vocational experience or assessed as being capable to complete the course by the Education Manager.

Admission Requirements Other: Students can articulate to this course from the FNS30310 Certificate III in Accounts Administration.

Selection Processes: Direct Entry

COURSE STRUCTURE

To successfully complete this qualification participants must complete 13 units; 9 core plus 4 electives.

Bookkeeping Industry Core Skill Set

BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	80
BSBOHS303B	CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT	30
FNSINC401A	APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY	30
FNSBKG401A	DEVELOP AND IMPLEMENT POLICIES AND PROCEDURES RELEVANT TO BOOKKEEPING ACTIVITIES	30
BSBCUS301A	DELIVER AND MONITOR A SERVICE TO CUSTOMERS	35

Bookkeeping Accounting Skill Set

FNSACC302A	ADMINISTER SUBSIDIARY ACCOUNTS AND LEDGERS	40
FNSACC406A	SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM	80
FNSBKG402A	ESTABLISH AND MAINTAIN A CASH ACCOUNTING SYSTEM	40
FNSBKG403A	ESTABLISH AND MAINTAIN AN ACCRUAL ACCOUNTING SYSTEM	40
BSBFIA401A	PREPARE FINANCIAL REPORTS	50

Business and Taxation Skill Set

| FNSACC401A | PROCESS BUSINESS TAX REQUIREMENTS | 50 |
| FNSBKG404A | CARRY OUT BUSINESS ACTIVITY AND INSTALMENT ACTIVITY | 40 |

STATEMENT TASKS

| FNSBKG405A | ESTABLISH AND MAINTAIN A PAYROLL SYSTEM | 30 |

CERTIFICATE IV IN ACCOUNTING
Course Code: FNS40610
Campus: Werribee, Footscray Nicholson, St Albans.

Course Objectives: This nationally recognised course is designed to provide participants with the skills and experience to operate as a Bookkeeper or Accounts Clerk. This course is mapped to the latest FNS10 training package which in lay terms means it's the most up to date course available. This qualification also ensures that participants meet the academic eligibility requirements for registration as a BAS Agent with the Tax Practitioner's Board. The course provides participants with a working knowledge of the financial sector. It is designed to give them a "bigger picture" of the financial services sector and improve their value to the organisation. On completion of this course, students will be able to:

- Apply professional practices in finance
- Implement compliance procedures
- Prepare operational budgets
- Set up a computerised accounting system
- Maintain inventory records

Careers: Accounts payable Cashier Bookkeeping Accounts Receivable Payroll Purchases and Sales

Course Duration: 0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent. Students will enter through FNS30310 Certificate III in Accounts Administration

Admission Requirements International: IELTS 5.5 or equivalent - students will enter through FNS30310 Certificate III in Accounts Administration

Admission Requirements Mature Age: Relevant industry experience or completion of relevant qualifications.

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE

To successfully complete this qualification students must complete 13 units; 9 core plus 4 electives as per the training package rules

Legal

| FNSACC403A | MAKE DECISIONS IN A LEGAL CONTEXT | 60 |

Financial Statements

| FNSACC404A | PREPARE FINANCIAL STATEMENTS FOR NON-REPORTING ENTITIES | 60 |

Computerised Accounting

| FNSACC406A | SET UP AND OPERATE A COMPUTERISED ACCOUNTING | 80 |

	SYSTEM	
FNSACC405A	MAINTAIN INVENTORY RECORDS	20
FNSBKG404A	CARRY OUT BUSINESS ACTIVITY AND INSTALMENT ACTIVITY STATEMENT TASKS	40

Professional Practice

FNSINC401A	APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY	30

Business Tax

FNSACC401A	PROCESS BUSINESS TAX REQUIREMENTS	50

Budgets

FNSACC402A	PREPARE OPERATIONAL BUDGET	40

Additional electives

FNSACC302A	ADMINISTER SUBSIDIARY ACCOUNTS AND LEDGERS	40
FNSACC301A	PROCESS FINANCIAL TRANSACTIONS AND EXTRACT INTERIM REPORTS	60
BSBFIA401A	PREPARE FINANCIAL REPORTS	50
BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	80
BSBOHS303B	CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT	30

DIPLOMA OF ACCOUNTING
Course Code:FNS50210
Campus: Footscray Nicholson, St Albans.

About this course: Get the skills you need to carry out the duties of clerical bookkeeping and to work in accounting-related roles. On completion you can continue on to study the Advanced Diploma of Accounting, which can be linked to a business degree in accounting.

Course Objectives: The Diploma of Accounting course is perfect for those wishing to gain employment in accounting job roles with duties such as preparing tax returns, providing financial and business performance information, preparing financial statements, analyzing and presenting research information and providing management information. The Diploma in Accounting will give you the skills to provide professional financial services boosting your job prospects and establishing a career pathway into all industries.

Careers: Assistant Accountant, Bookkeeper, Office Manager, Administration Manager or Budget Officer.

Course Duration:0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent. Students will enter from the Certificate IV in Accounting.

Admission Requirements International:IELTS 5.5 or equivalent

Admission Requirements Mature Age: Relevant industry experience or completion of relevant qualification.

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE

To successfully complete this qualification students must complete 9 units; 6 core plus 3 electives.

Research and Information

FNSACC501A	PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION	60
BSBRES401A	ANALYSE AND PRESENT RESEARCH INFORMATION	40

Budgets and Accounting Information

FNSACC503A	MANAGE BUDGETS AND FORECASTS	40
FNSACC507A	PROVIDE MANAGEMENT ACCOUNTING INFORMATION	60

Financial Reports

FNSACC504A	PREPARE FINANCIAL REPORTS FOR CORPORATE ENTITIES	70

Internal Control

FNSACC506A	IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES	40

Complex Spreadsheets

BSBITU402A	DEVELOP AND USE COMPLEX SPREADSHEETS	50

Statistics

FNSINC602A	INTERPRET AND USE FINANCIAL STATISTICS AND TOOLS	60

Income Tax

FNSACC502A	PREPARE INCOME TAX RETURNS FOR INDIVIDUALS	60

DIPLOMA OF RETAIL MANAGEMENT
Course Code:SIR50107
Campus: Industry, Melton.

About this course: Open the door to a career in management in the fast-moving and dynamic retail sector. You will be skilled up to provide support to senior management in large retail or wholesale organisations, as well as fill the manager's position yourself. Upon successful completion of this course you will become eligible for a pathway into the Bachelor of Business (Retail Commerce). This course is offered to workplaces only, at the employer's request. Individuals cannot apply for this course.

Course Objectives: This qualification provides skills and knowledge required by those who hold or wish to hold higher management positions. It applies to those who are providing support to senior management in a larger retail or wholesale organisation outlet or being responsible for the management of a retail store or wholesale outlet.

Careers: Store Manager, Merchandise Manager, Buyer, Sales Manager

Course Duration:1 year

Admission Requirements Other: Employer choice and assessed as capable of completing the course by the University.

Selection Processes: Interview, Written Application, Employer Choice

COURSE STRUCTURE

Students must successfully complete 2 core units and 7 elective units. A minimum of 4 elective units must be selected from the Elective Units list.   A maximum of 3 electives may be selected from another endorsed Training Package. These must be units which first appear within a Diploma qualification in the parent Training Package. Elective units must be additional to those already counted towards a lower level qualification within this Training Package. Elective units must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors

Prerequisite Units of Study

SIRXIND001A	WORK EFFECTIVELY IN A RETAIL ENVIRONMENT	45
SIRXCOM001A	COMMUNICATE IN THE WORKPLACE	40

Plus one of the following

SIRXCCS003A	COORDINATE INTERACTION WITH CUSTOMERS	35
SIRXSLS004A	BUILD RELATIONSHIPS WITH CUSTOMERS	35

Core Units of Study

SIRXFIN005A	MANAGE OPERATIONS TO BUDGET	60
SIRXMGT005A	SET STRATEGIC PLANS	80

Elective Units of Study

SIRXCLM002A	MANAGE STORE FACILITIES	25
SIRXFIN004A	MANAGE FINANCIAL RESOURCES	35
SIRXHRM001A	ADMINISTER HUMAN RESOURCES POLICY	35
SIRXMGT004A	ANALYSE AND COMMUNICATE INFORMATION	80
SIRXMGT006A	INITIATE AND IMPLEMENT CHANGE	150
SIRXMER004A	MANAGE MERCHANDISE AND STORE PRESENTATION	35
SIRXSLS005A	MANAGE SALES AND SERVICE DELIVERY	35
BSBADM502B	MANAGE MEETINGS	30
BSBFIM501A	MANAGE BUDGETS & FINANCIAL PLANS	70
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	70
BSBMGT515A	MANAGE OPERATIONAL PLAN	60
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60

Industry only electives

BSBFLM503B	MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS	60

CERTIFICATE IV IN TRAINING AND ASSESSMENT
Course Code:TAE40110
Campus: Newport, Industry, City King St, Off-shore, Santiago de Chile - Universidad Tecnológica de Chile (INACAP).

About this course: Become a fully qualified TAFE teacher as you gain the vocational expertise to move into a career delivering and assessing qualifications and accredited courses in their relevant industry fields. This course is designed for people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment. When you graduate, you will meet the compliance standards for teachers/trainers to deliver training and assessment services in a Registered Training Organisation.

Course Objectives: The Certificate IV in Training and Assessment is a nationally recognised training and assessment qualification, which replaces the previous TAA40104 Training Package for Assessment and Training. The new TAE10 Training Package is designed to meet the current and future competency development and qualification needs of new and existing personnel working across a broad range of work functions and activities within Vocational Education and Training (VET). This qualification is offered to: • People seeking to undertake training and assessment
• Individuals undertaking professional development or staff development
• Individuals seeking to extend or enhance and compliment their existing qualifications • Registered Training Organisations and staff intending to deliver and or assess Training Package qualifications to internal or external clients.

Careers: Possible job titles and roles include: Enterprise trainer and/or assessor RTO Trainer/assessor Training Advisor/Training Needs Analyst Vocational Education Teacher

Course Duration:0.5 years

Admission Requirements Mature Age:A combination of relevant vocational industry experience/qualifications and educational experience/qualifications

Admission Requirements Other: Direct Entry A combination of relevant vocational industry experience/qualifications and educational experience/qualifications

Selection Processes: Direct Entry, OtherDirect application to the School.

COURSE STRUCTURE

Learners must complete seven core units plus three elective units. At least 2 elective units must be selected from the elective units listed below. One elective may be selected from any currently endorsed Training Package or accredited course. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Certificate III level or above, and must contribute towards the vocational outcome of the program.

Core Units

TAEDEL401A	PLAN, ORGANISE AND DELIVER GROUP BASED LEARNING	30
TAEDEL402A	PLAN, ORGANISE AND FACILITATE LEARNING IN THE WORKPLACE	25
TAEDES401A	DESIGN AND DEVELOP LEARNING PROGRAMS	50
TAEDES402A	USE TRAINING PACKAGES AND ACCREDITED COURSES TO MEET CLIENTS NEEDS	25
TAEASS401B	PLAN ASSESSMENT ACTIVITIES AND PROCESSES	20
TAEASS402B	ASSESS COMPETENCE	15
TAEASS403B	PARTICIPATE IN ASSESSMENT VALIDATION	20

Electives

TAEDEL301A	PROVIDE WORK SKILL INSTRUCTION	40
TAELLN401A	ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS	30
TAESUS501A	ANALYSE AND APPLY SUSTAINABILITY SKILLS TO LEARNING PROGRAMS	30
BSBCMM401A	MAKE A PRESENTATION	30

Industry Electives

TAEDEL404A	MENTOR IN THE WORKPLACE	30
TAETAS401A	MAINTAIN TRAINING AND ASSESSMENT INFORMATION	40
BSBAUD402B	PARTICIPATE IN A QUALITY AUDIT	40
CHCCS405A	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	30
BSBLED401A	DEVELOP TEAMS AND INDIVIDUALS	40
TAEDEL403A	COORDINATE AND FACILITATE DISTANCE-BASED LEARNING	30
TAEEDU401A	COORDINATE PROVISION OF PASTORAL CARE SERVICES TO INTERNATIONAL STUDENTS	50
BSBMKG413A	PROMOTE PRODUCTS AND SERVICES	40
BSBREL402A	BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS	50
BSBRES401A	ANALYSE AND PRESENT RESEARCH INFORMATION	40
BSBWOR401A	ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS	50
BSBIND302A	WORK EFFECTIVELY IN THE INTERNATIONAL EDUCATION SERVICES INDUSTRY	50
TAEASS301B	CONTRIBUTE TO ASSESSMENT	10

TAEASS502B	DESIGN AND DEVELOP ASSESSMENT TOOLS	30

DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING
Course Code:TAE50111
Campus:Newport.

About this course:This course is designed for teachers and trainers primarily in Registered Training Organisations who organise and carry out a range of learning and assessment functions and who are keen to enhance their capabilities in designing, facilitating and assessing learning in both traditional and non-traditional learning environments.

Course Objectives:This qualification reflects the roles of experienced practitioners delivering training and assessment services usually within Registered Training Organisations (RTOs) within the vocational education and training (VET) sector. They may have a role in leading other trainers and assessors and in providing mentoring or advice to new trainers or assessors as well as designing approaches to learning and assessment strategies across a significant area within the RTO. The course will provide skill and knowledge necessary to:

- Teach and assess effectively across a range of VET- related contexts
- Facilitate new insights and problem solving when working with learners
- Manage the learning process to facilitate change and action in learners
- Undertake effective self-assessment in the role as teacher/trainer in a VET environment
- Research teaching methodologies and relevant theoretical knowledge to build teaching capabilities.
- Training manager
- Lead trainer
- Lead assessor
- Enterprise trainer

Careers:

Course Duration:0.5 years

Admission Requirements Mature Age:You must have skills in training and assessing in a vocational education context which can be demonstrated by having a TAE40110 Certificate IV in Training and Assessment or equivalent; and experience in training and assessment within an RTO or similar organisation. You will also need to have access to a vocational teaching environment to carry out the supervised teaching practicum required of the qualification.

Selection Processes:Direct Entry, Interview

COURSE STRUCTURE

The Diploma of Vocational Education and Training is made up of 6 core units plus 4 elective units. At least 2 elective units must be selected from the elective units listed. The remaining 2 elective units may be selected from any currently endorsed Training Package or accredited course. Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Diploma level or above. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

TAEASS501A	PROVIDE ADVANCED ASSESSMENT PRACTICE	50
TAEASS502B	DESIGN AND DEVELOP ASSESSMENT TOOLS	30
TAEDEL502A	PROVIDE ADVANCED FACILITATION PRACTICE	50
TAEDES501A	DESIGN AND DEVELOP LEARNING STRATEGIES	40
TAELLN401A	ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS	30
TAEPDD501A	MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE	45

Elective Unit

TAEDEL501A	FACILITATE E-LEARNING	30
TAEDES502A	DESIGN AND DEVELOP LEARNING RESOURCES	50
TAEDES503A	DESIGN AND DEVELOP E-LEARNING RESOURCES	50
TAEDES505A	EVALUATE A TRAINING PROGRAM	50
TAEICR501A	WORK IN PARTNERSHIP WITH INDUSTRY, ENTERPRISES AND COMMUNITY GROUPS	50
TAESUS501A	ANALYSE AND APPLY SUSTAINABILITY SKILLS TO LEARNING PROGRAMS	30
TAESUS502A	IDENTIFY AND APPLY CURRENT SUSTAINABILITY EDUCATION PRINCIPLE (TRUNC)	40

DIPLOMA OF BUSINESS (ENTERPRISE)

Course Code:WDBE

Campus: Footscray Nicholson, Industry, Off-shore, The course is offered at the following international locations: Henan College of Finance and Taxation (HCFT), Zhengzhou; Henan University, Kai Feng; Liaoning University (LU), Shenyang; Shandong Jianzhu University, Jinan; Sichuan University (ILTC), Chengdu and Education Centre of Australia (Sydney). Semester 1 of this course for onshore international students will be delivered at City King St campus.

About this course: The Diploma of Business (Enterprise) provides students with the opportunity to prepare for the workforce, and undertake a structured introduction to tertiary studies in a business discipline context through scaffolded learning and assessment. Upon successful completion of the Diploma of Business (Enterprise) participants will be eligible to receive guaranteed 1 year block credit into the Bachelor of Business qualification at Victoria University. Students who opt to pursue an employment opportunity and not continue their tertiary studies will acquire a range of skills relevant in the business world to commence a successful career.

Course Objectives: The Diploma of Business (Enterprise) aims to develop a broad range of business knowledge and skills in the areas of management, marketing, accounting, economics, communications and information technology. After successfully completing this course students can exit with a vocational Diploma or further progress into the second year of the Bachelor of Business, in a chosen specialist area

Careers: This course is designed to provide a pathway to the second year of the Bachelor of Business. Students who wish to exit with the Diploma of Business (Enterprise) will have acquired a range of vocational skills relevant to working in the business sector.

Course Duration:1 year

Admission Requirements Year 12: Applicants must have successfully completed VCE (or equivalent)

Admission Requirements International: Applicants must provide evidence of proficiency in the English language: International English Language Testing System (IELTS) result with an overall score of 5.5. Applicants must also have completed a secondary school qualification equivalent to Australia's Year 12.

Admission Requirements Mature Age: Applicants must possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course.

COURSE STRUCTURE

Students must successfully complete the following 8 units of study:

WDB1001	ACCOUNTING	12
WDB1002	BUSINESS LAW PRINCIPLES	12
WDB1003	BUSINESS MATHEMATICS AND STATISTICS	12
WDB1004	ECONOMICS	12
WDB1005	INFORMATION SYSTEMS	12
WDB1006	MARKETING	12
WDB1007	MANAGEMENT	12
WDB1008	BUSINESS COMMUNICATIONS	12

UNITS

BSBADM101A USE BUSINESS EQUIPMENT AND RESOURCES
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision and includes operating equipment, undertaking routine maintenance and reporting faults to the appropriate person.
Required Reading: No required text.
Assessment: Oral and written questioning, practical demonstration, test.

BSBADM301A PRODUCE TEXTS FROM SHORTHAND NOTES
Prerequisites: Nil.
Description: Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.
Assessment: This unit may be assessed by tests, assignments, classwork

BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION
Prerequisites: Nil.
Description: Prepare for audio transcription; Transcribe audiotape; Edit and revise text.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBADM303B PRODUCE TEXTS FROM AUDIO TRANSCRIPTION
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to transcribe from an audio source using keyboarding techniques and to produce accurate texts.
Required Reading: No required reading.
Assessment: Students are required to do assignments, written test, demonstrations, classroom activities. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, projects, classwork.

BSBADM307B ORGANISE SCHEDULES
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.
Required Reading: Traineeship program: no required reading.Lee Perlitz. (2007). Professionals Business Skills and Workbook Pearson Ed, Australia
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. RPL - Participants would provide evidence of their skills, knowledge and experience required.

BSBADM308A PROCESS PAYROLL
Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.
Description: This unit covers processing of payroll from provided data in manual or computerised payroll systems.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: Tests, assignments, classwork. Traineeships: Training record book, observation, demonstration, written/oral test/worksheets.

BSBADM311A MAINTAIN BUSINESS RESOURCES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine, administer and maintain resources and equipment to complete a variety of tasks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: Take dictation using shorthand; Produce complex texts; Edit and revise texts.
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork

BSBADM401B PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to take accurate shorthand notes at 80 words per minute from a variety of sources, including dictation and multiple speakers, and to produce complex texts from shorthand notes.
Required Reading: No required text.

BSBADM405B ORGANISE MEETINGS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.
Required Reading: Aspire Training. (2008). Develop Business Skills Aust: Aspire Training
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Participants will provide evidence of their skills, knowlege and experience.

BSBADM406A ORGANISE BUSINESS TRAVEL
Locations: Industry.
Prerequisites: Nil.
Description: Organise business itinerary for domestic and overseas travel; Make travel arrangements; Arrange credit facilities.

Required Reading: No required text
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBADM406B ORGANISE BUSINESS TRAVEL

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.
Required Reading: Aspire Training. (2008). Develop Business Skills Aust: Aspire Training
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration.

BSBADM407B ADMINISTER PROJECTS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes performance outcomes, skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion.
Required Reading: Aspire Training. (2008) Develop Business Skills Aspire Training
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: participants would be employed in the workplace. They will be assessed through a variety of workplace activities and work-based projects. All activities will be customised to their industry requirements.

BSBADM409A COORDINATE BUSINESS RESOURCES

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBADM411A PRODUCE COMPLEX TEXTS FROM AUDIO TRANSCRIPTION

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to transcribe court, parliamentary, police telephone scripts, or medical proceedings and to produce complex and accurate transcriptions within specified time frames. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text-
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBADM502B MANAGE MEETINGS

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.
Required Reading: There are no required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBADM503B PLAN AND MANAGE CONFERENCES

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, promote and coordinate conferences, ensuring follow up procedures are incorporated.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBADM504B PLAN OR REVIEW ADMINISTRATION SYSTEMS

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBADM506B MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBADV402B CONDUCT PRE-CAMPAIGN TESTING

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to pilot an advertising campaign and to make adjustments that will maximise the effectiveness of the campaign.

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

BSBADV403B MONITOR ADVERTISING PRODUCTION
Locations:Footscray Nicholson.
Prerequisites:Nil.
Description:This unit describes the performance outcomes, skills and knowledge required to monitor and report on pre production, production and post production work for advertisements.
Required Reading:-
Assessment:Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV404B SCHEDULE ADVERTISEMENTS
Prerequisites:Nil.
Description:This unit describes the performance outcomes, skills and knowledge required to prepare and cost media schedules, to book advertising time/space and to lodge advertisements
Required Reading:Summers, Gardner, Lamb. (2007). Essentials of Marketing Australia, Thomson Chitty et al. (2007). Integrated Marketing Communitions Australia, Thomson Yeshin. (2007). Advertising Australia, Thomson Blackwell et al. (2007). Consumer Behaviour - An Asia Pacific Approach Australia, Thomson
Assessment:Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV503B COORDINATE ADVERTISING RESEARCH
Locations:Footscray Nicholson, Industry.
Prerequisites:Nil.
Description:This unit covers the performance outcomes, skills and knowledge required to conduct primary and secondary advertising research to test advertising themes and ideas
Required Reading:Reed, P. (2006). (2nd ed). Strategic Marketing Planning Australia, Thomson
Assessment:Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV507A DEVELOP A MEDIA PLAN
Locations:Footscray Nicholson, Industry.
Prerequisites:Nil.
Description:Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.
Required Reading:Reed, P. (2006). (2nd ed.) Strategic Marketing Planning Australia, Thomson
Assessment:Assessment may be class work, project work, assignments, topic tests and presentations.

BSBADV507B DEVELOP A MEDIA PLAN
Prerequisites:Nil.
Description:This unit describes the performance outcomes, skills and knowledge required to interpret an advertising brief to develop a media plan within a given budget.
Assessment:Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV509A CREATE MASS PRINT MEDIA ADVERTISEMENTS
Prerequisites:Nil.
Description:This unit describes the performance outcomes, skills and knowledge required to create mass print media advertisements that communicate the key features of a product, service or idea to the consumer.
Required Reading:-
Assessment:Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV510A CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS
Locations:Footscray Nicholson, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the performance outcomes, skills and knowledge required to communicate the key features of a product, service or idea to a consumer using mass electronic media.
Required Reading:No required text.
Assessment:Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV511A EVALUATE AND RECOMMEND ADVERTISING MEDIA OPTIONS
Locations:Footscray Nicholson.
Prerequisites:Nil.
Description:This unit describes the performance outcomes, skills and knowledge required to identify and evaluate the range of advertising and promotional media to recommend single and multiple media strategies.
Required Reading:No required text.
Assessment:Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV512A DEVELOP AN ADVERTISING STRATEGY AND BRIEF
Locations:Footscray Nicholson.
Prerequisites:Nil.
Description:This unit describes the performance outcomes, skills and knowledge required to develop an advertising brief, advertising strategy and creative brief which reflects advertiser needs and preferences.
Required Reading:No required reading.
Assessment:Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBADV602B DEVELOP AN ADVERTISING CAMPAIGN
Locations:Footscray Nicholson.
Prerequisites:Nil.
Description:This unit describes the performance outcomes, skills and knowledge required to determine key objectives and to develop an advertising campaign to optimise product or service market performance in response to an advertising brief.
Required Reading:Wells, Spencer Stone, Moriarty, Burnet 2008 Advertising - Principles and Practices Australia, Pearson
Assessment:Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV603B MANAGE ADVERTISING PRODUCTION
Locations:Footscray Nicholson.
Prerequisites:Nil.
Description:This unit describes the performance outcomes, skills and knowledge required to plan, direct, monitor and evaluate the production of electronic and print

advertising.
Required Reading: Wells, Spencer Stone, Moriarty, Burnet 2008 Advertising - Principles and Practices Australia, Pearson
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV604B EXECUTE AN ADVERTISING CAMPAIGN

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.
Required Reading: Wells, Spencer Stone, Moriarty, Burnet 2008 Advertising - Principles and Practices Australia, Pearson
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBADV605B EVALUATE CAMPAIGN EFFECTIVENESS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of an advertising campaign.
Required Reading: Wells, Spencer Stone, Moriarty, Burnet 2008 Advertising - Principles and Practices Australia, Pearson
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBATSIC412A MAINTAIN AND PROTECT CULTURAL VALUES IN THE ORGANISATION

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work as a board member in such a way as to respect, maintain and protect aspects of culture within the organisation. The unit is based on a unit originally developed by the Aboriginal and Torres Strait Islander Curriculum Consortium, Tropical North Queensland Institute of TAFE.
Required Reading:no required text
Assessment: Assessment for this unit of competency will include: - A research report on current legislation and policy affecting Aboriginal and Torres Strait Islander people and their culture - A series of case study written responses

BSBATSIL408B MANAGE A BOARD MEETING

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers the planning and conduct of regular Board meetings and the communication and implementation of outcomes. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading: Not applicable

BSBATSIL408C MANAGE A BOARD MEETING

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan for and conduct a regular board meeting and ensure outcomes of the meeting are implemented. Some aspects of governance activities may be subject to

legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
Required Reading: Not applicable
Assessment: Assessment within this unit will include: - Planning, implementing and managing a board meeting. Students will be assessed on their organisation, development of agenda's and management of time and actions arising from a board meeting.

BSBATSIL411A UNDERTAKE THE ROLES AND RESPONSIBILITIES OF A BOARD MEMBER

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to meet the diverse roles and responsibilities of a board member. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
Required Reading:no required text
Assessment: Assessment for this unit will include: - A written assessment task that involves students responding to questions based around identifying the business, the role of the board and monitoring of the operations within the organisation.

BSBATSIL412A PARTICIPATE EFFECTIVELY AS A BOARD MEMBER

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate as a confident and responsible member of the board, respecting culture, contributing positively, working with others, seeing the big picture and managing personal stress. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
Required Reading:no required text
Assessment: Evidence of the ability to: -   undertake board duties according to cultural and legal responsibilities - actively contribute to board discussions and decision making -   manage time and stress effectively to participate in board activities.

BSBATSIL413A REVIEW AND APPLY THE CONSTITUTION

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to ensure that the organisation's constitution is relevant and legal, that it is understood, and that it meets changing needs. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
Required Reading:no required text
Assessment: Assessment within this unit will include: - Review of current constitutional law report - Participation and Observation as a member of a board - Written Case Scenarios

BSBATSIL503B MANAGE CONFLICT

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers managing conflict within the Board, the organisation and between the organisation and the community and wider community.
Required Reading: No text required.

Assessment: Assessment methods may include observation, demonstration and case studies. RPL - Participants would provide evidence of their skills, knowledge and experience required.

BSBATSIL511A LEAD THE ORGANISATION'S STRATEGIC PLANNING CYCLE
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead the strategic planning process of an organisation and to assist board members to develop and implement a strategic planning cycle. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
Required Reading: No required text

BSBATSIL512A BE A LEADER IN THE COMMUNITY
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake a leadership role as a board member. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
Required Reading: No required text

BSBATSIM414C OVERSEE THE ORGANISATION'S ANNUAL BUDGET
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement the annual budget and enable the board to control the finances of the organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
Required Reading: Text provided
Assessment: Assessments within this unit will include: - Written questions - Case Scenarios

BSBATSIM416A OVERSEE ORGANISATIONAL PLANNING
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to oversee the development of plans that guide the operations of the organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
Required Reading:no required text
Assessment: Assessment within this unit will include: - Development of an organisational plan which will include; a detailed risk analysis, relevant information relating to community and culture needs and sustainability strategies. - Presentation on the Organisational Plan

BSBATSIM417A IMPLEMENT ORGANISATIONAL PLANS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to guide the implementation of organisational plans. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of

practice relevant to different job roles and jurisdictions.
Required Reading:no required reading
Assessment: Assessment within this unit will include: - Written questions on the use and implementation of the Organisational Plan within each students organisation. - Participation and observation of the student as a member of a board.

BSBATSIM418A OVERSEE FINANCIAL MANAGEMENT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to monitor and act on financial reports. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
Required Reading:no required text
Assessment: Assessment within this unit will include: - Establishment of a budget working group to oversee the annual budget performance, documentation of income sources, contingency and risk management and expenditure review and adjustment. - Written questions relating to overseeing the financial management of each students organisation.

BSBATSIM419A CONTRIBUTE TO THE DEVELOPMENT AND IMPLEMENTATION OF ORGANISATIONAL POLICIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work with other board members to develop and implement the organisation's operational policies to serve the organisation and the community effectively. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions
Required Reading:no required text
Assessment: Assessment within this unit will include: - Review Report on organisational policies and procedures in each students organisation - Case scenario's relating to the development and implementation of policy in an organisation.

BSBATSIM504B DEVELOP AND IMPLEMENT ORGANISATIONAL POLICIES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers developing the organisation's operational policies to serve the organisation and the community effectively. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading: Not applicable
Assessment: Students may be required to do assignments, class work, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBATSIM512B MANAGE BOARD COMPETENCIES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers the management of the individual and group competency resources of the Board to ensure it is able to undertake the tasks necessary to operate effectively. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

Required Reading: Not applicable
Assessment: Students may be required to do assignments, class work, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBATSIM513B OVERSEE RECRUITMENT AND INDUCTION OF STAFF
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers overseeing the recruitment and induction of new staff and the on going supervision, assessment and support of staff, including voluntary staff. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading: No required text.

BSBAUD402B PARTICIPATE IN A QUALITY AUDIT
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to participate in a quality audit as part of an audit team. It covers participating in entry meetings, identifying and gathering information during an audit, analysing and evaluating information and data gathered, reporting findings to the lead auditor, and participating in exit meetings.
Required Reading: No required reading
Assessment: Assignments, oral presentations, assessment of class and group work, post course assessments including short assignments

BSBCCO301B USE MULTIPLE INFORMATION SYSTEMS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use multiple information systems to research information and records, and to maintain up-to-date customer information. This may involve navigation between information systems using multiple windows and the maintenance of systems data while interacting with a customer. Competence in this unit requires proficiency in the use of systems to analyse, research and resolve customer enquiries. It also requires basic troubleshooting skills to identify and report on issues that may arise with systems.
Required Reading: No required text
Assessment: Evidence of the ability to: -   apply checks to ensure data is captured and errors are rectified according to established procedures -   demonstrate knowledge of enterprise policies, procedures and guidelines regarding the use and security of information systems -   navigate systems to locate required information.

BSBCMM301A PROCESS CUSTOMER COMPLAINTS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to handle formal and informal negative feedback and complaints from customers.
Required Reading: Aspire Training. (2008). Process customer complaints. Aust: Aspire Training.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBCMM301B PROCESS CUSTOMER COMPLAINTS
Locations: Footscray Nicholson, Werribee, City King St, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to handle formal and informal negative feedback and complaints from customers. Operators may exercise discretion and judgement using appropriate knowledge of products, customer service systems and organisational policies to provide technical advice and support to a team.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   applying judgement in the application of industry and/or organisational procedures -   working with customer complaints -   knowledge of organisational procedures and standards for processing complaints.

BSBCMM401A MAKE A PRESENTATION
Locations: Footscray Nicholson, Newport, City King St, Industry, Off-shore, St Albans, 21861VIC Certificate III in Mumgu-dhal tyama-tiyt - St Albans.
Prerequisites: Nil.
Description: This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
Required Reading: No required reading for Traineeship program, Marketing/International Business or Training and Assessment. 21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Teacher will provide teaching and learning materials where required. For Diploma of Specialist Make-up Services courses:School of Personal Services. (2009). Make a presentation. Melbourne: Vic Uni
Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with preparation, delivery and evaluation of at least 2 presentations related to the candidates occupation combined with a review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate. 22053VIC Advanced Diploma of Legal Practice - Graded 21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

BSBCMM402A IMPLEMENT EFFECTIVE COMMUNICATION STRATEGIES
Locations: Footscray Nicholson, Industry, City Queen.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to select and use communication strategies appropriate to a defined job role. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBCMM501A DEVELOP AND NURTURE RELATIONSHIPS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop, nurture and maintain professional relationships with clients, customers and colleagues in order to complete work tasks and further the reputation

of the organisation, and the profession or occupation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBCMN205A USE BUSINESS TECHNOLOGY
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: Select and use technology; Process and organise data; Maintain technology.
Required Reading: For Library Studies: Computer Basics.Library Studies. (2009). Computer Basics. Melb: Vic Uni
Assessment: Tests, assignments, presentations

BSBCMN306A PRODUCE BUSINESS DOCUMENTS
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: Select and prepare resources; Design document; Produce document.
Required Reading: Cert III in ToursimO'Shannessy, V., Minett, D.(2008). (2nd Ed). The road to toursim, skills for the new professional. Australia: Pearson
Assessment: This unit may be assessed by tests, assignments, projects, classwork

BSBCMN311A MAINTAIN WORKPLACE SAFETY
Prerequisites: Nil.
Description: 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 he organisation's procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBCMN311B MAINTAIN WORKPLACE SAFETY
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in a small team to meet legislative requirements. This unit has been adapted from Generic Competency B in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025 (1998) 2nd edition].
Required Reading: No required reading.
Assessment: Students are required to complete a SafetyMAP risk audit and write a report on non-compliance issues that were raised through the completion of this audit. Students are also required to consider OHS when working on their work-based projects. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBCMN411A MONITOR A SAFE WORKPLACE
Prerequisites: Nil.
Description: 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.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork

BSBCMN419A MANAGE PROJECTS
Prerequisites: Nil.
Description: This unit covers the management of a straightforward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBCOM405A PROMOTE COMPLIANCE WITH LEGISLATION
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to promote compliance with domestic and international legislation, both by self and others in the workplace.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBCOM406A CONDUCT WORK WITHIN A COMPLIANCE FRAMEWORK
Locations: Footscray Nicholson, Industry, City Queen.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to carry out work in accordance with the compliance framework applying to a particular job role, occupation or profession. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBCOM501B IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS
Locations: Footscray Nicholson, Industry, City Queen.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and interpret the range of external and internal compliance requirements and obligations that must be fulfilled by an organisation.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBCOM503B DEVELOP PROCESSES FOR THE MANAGEMENT OF BREACHES IN COMPLIANCE REQUIREMENTS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and monitor the processes for managing identified breaches in the fulfilment of compliance requirements within an organisation. This unit has been designed to be consistent with AS 3806:2006 Compliance programs.

Required Reading: Birt, I. (2008). (3rd Ed) Legal and taxation aspects of your small business. NSW: Pearson Education Australia
Assessment: Students are required to do assignments, tests, projects, case studies, classwork.

BSBCOM603C PLAN AND ESTABLISH COMPLIANCE MANAGEMENT SYSTEMS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and establish appropriate compliance program/management systems which enable an organisation to fulfil its obligations and responsibilities under applicable compliance requirements. The unit has been designed to be consistent with AS 3806:2006 Compliance programs.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   planning for and setting up a compliance program/management system for an actual workplace or a simulated workplace in collaboration with relevant personnel - knowledge of research methods and techniques suitable for conducting compliance related research projects.

BSBCON601A DEVELOP AND MAINTAIN BUSINESS CONTINUITY PLANS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work within the business continuity framework to develop and implement business continuity plans in order for an organisation to manage risk and ensure business resilience when faced with a disruptive event.
Required Reading: No required text
Assessment: Assessment methods will include assignments, projects and case studies.

BSBCUS201B DELIVER A SERVICE TO CUSTOMERS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback.
Required Reading: No required text
Assessment: Evidence of the following is essential: - demonstrating all stages of customer service i nteractions - responding to customer feedback - demonstrating a range of interpersonal skills - knowledge of relevant legislation.

BSBCUS301A DELIVER AND MONITOR A SERVICE TO CUSTOMERS
Locations: Footscray Nicholson, Werribee, City King St, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers.
Required Reading: For Cert III in International Trade: International Marketing. Certificate III in Micro Business Operations - There are no required texts.Aspire Training. (2007). Developing Business Skills Level 3 Course Book Melbourne: Aspire Training Kleindl, B. (2007). International Marketing. Singapore: Thomson South Western.
Assessment: Work based Case studies, Projects, Group work, Research, RPL Oral and written questioning, Practical demonstration, Research assignment. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

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Cert III in International Trade / Cert III in Micro Business Operations: Students are required to do assignments, projects, case studies, classwork. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBCUS301B DELIVER AND MONITOR A SERVICE TO CUSTOMERS
Locations: Footscray Nicholson, Werribee, Industry, Melton, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers. Operators may exercise discretion and judgement using appropriate theoretical knowledge of customer service to provide technical advice and support to customers over either a short or long term interaction.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   identifying needs and priorities of customers -   distinguishing between different levels of customer satisfaction -treating customers with courtesy and respect -   responding to and reporting on, customer feedback -   knowledge of organisational policy and procedures for customer service.

BSBCUS401A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.
Required Reading:BSB40307: See required text below. Traineeship/BSB40807: No required reading.Cathy De Vrye. (2000). Good Service is Good Business. Australia: Pearson Ed Paul Timm. (2007). (4th Ed). Customer Service; Career Success through Customer Loyalty. USA: Brigham Young University
Assessment:BSB40307 and BSB30107 Oral and written questioning, oral presentation, practical demonstration, review of reports & documentation. BSB40807: Students are required to identify, analyse and recommend changes to internal team customer service processes. Students will also be required to write a report on how their team meets and maintains organisational / departmental and team customer service strategies. Students will also need to participate in role plays in class. Students will also need to consider customer service when completing their work based project. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBCUS401B COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback. Operators may have responsibility to provide guidance or to delegate aspects of these tasks to others.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   identifying needs and priorities of the organisation in delivering services to customers -
responding to and reporting on customer feedback -   designing strategies to improve delivery of products and services -   knowledge of the principles of customer service.

BSBCUS402A ADDRESS CUSTOMER NEEDS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Workbooks will be provided to trainees as part of their training. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBCUS402B ADDRESS CUSTOMER NEEDS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed. The customer relationship would typically involve direct interaction a number of times over an extended period. This unit is appropriate to workers who are expected to have detailed product knowledge in order to recommend customised solutions. They would be expected to apply organisational procedures and be aware of, and apply as appropriate, broader factors involving ethics, industry practice and relevant government policies and regulations.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   assisting customers to articulate their needs -   documenting processes used and customer satisfaction with the products/services offered -   assisting customers to address their needs.

BSBCUS403A IMPLEMENT CUSTOMER SERVICE STANDARDS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to quality customer service standards, and to support personnel to implement customer service standards and systems within the organisation.
Required Reading: Cathy De Vrye. (2000). Good Service is Good Business. Australia: Pearson Ed
Assessment: Oral and written questioning, oral presentation, practical demonstration, case studies, written report, portfolio of evidence.

BSBCUS403B IMPLEMENT CUSTOMER SERVICE STANDARDS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to quality customer service standards, and to support personnel to implement customer service standards and systems within the organisation. Operators undertaking this unit would have a detailed knowledge of, and experience in, customer service systems and procedures.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   compliance with customer service system and standards -   recommendations about how the standards can be improved or adapted to better meet the needs of the organisation and the customers -   knowledge of customer service models.

BSBCUS501A MANAGE QUALITY CUSTOMER SERVICE

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.
Required Reading: Timm, P. (2007). Customer Service - Career Success Through Customer Loyalty. USA: Pearson
Assessment: Students are required to do assignments, tests, projects, case studies, classwork. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBCUS501C MANAGE QUALITY CUSTOMER SERVICE

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.
Required Reading: Timm, P. (2007). Customer Service - Career Success Through Customer Loyalty. USA: Pearson
Assessment: Evidence of the following is essential: -   plans, policies or procedures for delivering quality customer service -demonstrated techniques in solving complex customer complaints and system problems that lead to poor customer service -   knowledge of techniques for solving complaints

BSBDIV301A WORK EFFECTIVELY WITH DIVERSITY

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading:-
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBDIV501A MANAGE DIVERSITY IN THE WORKPLACE

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage diversity in the workplace. It covers implementing the organisation's policy on diversity, fostering diversity within the work team, and promoting the benefits of a diverse workplace.
Required Reading: No required text
Assessment: This unit will be assessment through RPL

BSBDIV601A DEVELOP AND IMPLEMENT DIVERSITY POLICY

Locations: Footscray Nicholson, City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to research diversity, draft policy, plan for implementation, and implement diversity policy. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text

Assessment: Assessment methods may include: - assessment of written report, direct questioning, observation of presentations, review of action plans and documentation promoting the policy across the organisation and evaluation of recommendations for policy changes.

BSBEBU401A REVIEW AND MAINTAIN A WEBSITE

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake data analysis, review website content and update and maintain a website.
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. BSB50407 Dip of Bus Admin: Campus Based: Graded. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBEBU501A INVESTIGATE AND DESIGN EBUSINESS SOLUTIONS

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to evaluate e business models and strategies, and to incorporate the results of these evaluations into the design of an e business solution. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBEBU502A IMPLEMENT EBUSINESS SOLUTIONS

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement e business solutions, including establishing the initial requirements and developing systems for implementation, and to support ongoing monitoring and review. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text.
Assessment:BSB50407 Dip of Bus Admin: Campus Based: Graded. Students are required to do assignments, classwork, tests, projects, case studies, observations and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBEBUS301A SEARCH AND ASSESS ONLINE BUSINESS INFORMATION

Prerequisites: Nil.
Description: Determine and assess information requirements; locate online information, retrieve, evaluate and report on information.

Required Reading:-
Assessment: This unit may be assessed by tests, assignments, classwork.

BSBEBUS402A IMPLEMENT E-CORRESPONDENCE POLICIES

Prerequisites: Nil.
Description: This unit covers sending and receiving email correspondence via Internet, intranets or extranets, setting up and maintaining electronic software, maintaining and managing individual email mailing lists/address books, implementing email policy and adhering to organisational protocols or practices for email.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS403A COMMUNICATE ELECTRONICALLY

Prerequisites: Nil.
Description: Communicate online; Collaborate online; Implement electronic conferencing procedures.
Assessment: This unit may be assessed by tests, assignments, classwork

BSBEBUS406A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT

Prerequisites: Nil.
Description: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.
Required Reading:-
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS407A REVIEW AND MAINTAIN THE BUSINESS ASPECTS OF A WEBSITE

Prerequisites: Nil.
Description: This unit covers data analysis, review of website Content and updating and maintenance of the business aspects of a website.
Required Reading:-
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEBUS605A IDENTIFY AND IMPLEMENT E-BUSINESS INNOVATION

Prerequisites: Nil.
Description: This unit covers analysis of traditional business processes to identify and implement e-business opportunities for innovation and reform.
Required Reading:-
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBEMS401A DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to develop and implement prospecting strategies to expand the organisation's client base (that is organisations or enterprises seeking to employ individuals).
Required Reading: There are no required texts for this unit.-
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBEMS401B DEVELOP AND IMPLEMENT BUSINESS DEVELOPMENT STRATEGIES TO EXPAND CLIENT BASE

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement prospecting strategies to expand the client base of organisations or enterprises seeking to employ individuals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment methods may include: observation of presentations, written questioning, review of marketing and promotional plans and review of communication strategies. BSB40207 Certificate IV in Business Competency assessed

BSBFIA301A MAINTAIN FINANCIAL RECORDS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.
Required Reading: For Cert III International Trade: International Marketing. Business Administration: Maintain Financial Records. Certificate III in Micro Business Operations/All traineeships: No required reading.Kleindl, B. (2007). International Marketing. Singapore: Thomson South Western. Aspire Training. (2008) Maintain Financial Records. Melb: Aspire Training
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. Certificate III in Micro Business Operations Competency based assessments. All Traineeships Competency based assessments.

BSBFIA302A PROCESS PAYROLL

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data using manual and computerised payroll systems.
Required Reading: Aspire Training. (2008) Process Payroll Melbourne: Aspire Training.
Assessment: Students are required to do assignments, classwork, tests and demonstration. RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBFIA303A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain accounts payable and accounts receivable records, including processing payments to creditors and handling overdue accounts receivable. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: There are no required text for this unit.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFIA304A MAINTAIN A GENERAL LEDGER

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain a general ledger within an organisation including processing journal entries and preparing a trial balance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading:-
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFIA401A PREPARE FINANCIAL REPORTS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required reading.
Assessment: Diploma of Accounting: Graded assessment. RPL - Competency Based Participants would provide evidence of their skills, knowledge and experience required.

BSBFIA402A REPORT ON FINANCIAL ACTIVITY

Locations: Footscray Nicholson, Werribee, Industry, Melton, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBFIA501A REPORT ON FINANCES RELATED TO INTERNATIONAL BUSINESS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to report on finances related to international business activity.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBFIM501A MANAGE BUDGETS & FINANCIAL PLANS

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.
Required Reading: Class notes-
Assessment: Management stream Oral and written questioning, Oral presentation, assignment, Written report, Practical demonstration. Industry (FLM stream) Students

may be required to complete assignments, case studies, class work and a work based industry project. 22038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

BSBFIM502A MANAGE PAYROLL

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.
Required Reading: No required text.
Assessment: Oral and written questioning, Oral presentation, Interpretation of AAAS, ATO Laws& Industrial Laws, Written report, Practical demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBFIM601A MANAGE FINANCES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake budgeting, financial forecasting and reporting requirements, and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
Required Reading: No required text.
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBFLM309C SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Locations: Industry.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to support the organisation's continuous improvement systems and processes. Particular emphasis is on actively encouraging the team to participate in the process, on monitoring and reporting on specified outcomes and on supporting opportunities for further improvements.
Required Reading: This unit has no required reading.
Assessment: Students will be required to identity a continuous improvement that has been introduced in their work area and write a report detailing this improvement, focusing on improvements, and obstacles faced. Students will also be required to participate in class activities and discussion.

BSBFLM311C SUPPORT A WORKPLACE LEARNING ENVIRONMENT

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively encourage and support a learning environment. Particular emphasis is on participation in processes to facilitate and promote learning and to monitor and improve learning performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading:-
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBFLM312C CONTRIBUTE TO TEAM EFFECTIVENESS

Locations: Industry.
Prerequisites: Nil.
Description: This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.
Required Reading: No required reading.
Assessment: Students will be required to participate in class discussion and roleplays. Students will also be required to complete a leadership skills perception survey and submit an action plan to improve two areas identified as needing improvement.

BSBFLM404A LEAD WORK TEAMS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.
Required Reading: For Library Studies: Work Teams.Library Studies. (2009). Work Teams. Melb : Vic Uni.
Assessment: Assessment may be class work, project work, assignments, topic tests, presentation. Library Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

BSBFLM405B IMPLEMENT OPERATIONAL PLAN

Prerequisites: Nil.
Description: This unit specifies the outcomes required to implement the operational plan by monitoring and adjusting operational performance, producing short-term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
Assessment: As per accredited curriculum

BSBFLM412A PROMOTE TEAM EFFECTIVENESS

Prerequisites: Nil.
Description: Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM503B MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to manage effective workplace relationships with particular regard to communication and representation. This involves analysing and communicating information, establishing systems to develop and maintain effective working relationships and networks, and implementing strategies to overcome difficulties.
Required Reading: No required text.-
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork. Library Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

BSBFLM505A MANAGE OPERATIONAL PLAN
Prerequisites: Nil.
Description: This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.
Assessment: This unit may be assessed by tests, assignments, classwork, projects, presentations.

BSBFLM506B MANAGE WORKPLACE INFORMATION SYSTEMS
Prerequisites: Nil.
Description: This unit specifies the outcomes required to manage the identification, acquisition, analysis and use of appropriate information which plays a significant part in the organisation's effectiveness. Particular emphasis is on the development of systems and the analysis of information.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork.

BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE
Prerequisites: Nil.
Description: Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.
Assessment: Assessment is a combination of practical and theory assessments and case studies

BSBFLM509A PROMOTE CONTINUOUS IMPROVEMENT
Prerequisites: Nil.
Description: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Assessment: This unit may be assessed by tests, assignments, workbased assessments, presentations, projects.

BSBFLM509B FACILITATE CONTINUOUS IMPROVEMENT
Prerequisites: Nil.
Description: This unit specifies the outcomes required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies and to manage opportunities for further improvements.
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFLM510B FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION
Prerequisites: Nil.
Description: This unit specifies the outcomes required to plan and manage the introduction and facilitation of change. Particular emphasis is on the development of creative and flexible approaches, and on managing emerging opportunities and challenges.
Required Reading:-
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBFRA301B WORK WITHIN A FRANCHISE
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work within a franchise to contribute to the successful operation of the business within a framework of compliance requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBFRA401B MANAGE COMPLIANCE WITH FRANCHISEE OBLIGATIONS AND LEGISLATIVE REQUIREMENTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to comply with obligations set out in the franchising agreement and with relevant legislative requirements specific to the type of franchise. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

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

BSBHRM402A RECRUIT, SELECT AND INDUCT STAFF
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle.
Required Reading: No required reading.
Assessment: Assignments, Case studies, Projects and Research. RPL: Students need to provide evidence of knowledge, skills and experience. BSB40207 Certificate IV in Business Competency assessed

BSBHRM403A SUPPORT PERFORMANCE MANAGEMENT PROCESS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist in the effective implementation of a performance management system and to facilitate employee performance.
Required Reading: No required text.
Assessment: Assignments, Case studies, Projects and Research.

BSBHRM501A MANAGE HUMAN RESOURCES SERVICES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches. This unit takes an overview of human resources services and includes business ethics.

Required Reading: No required text.
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report.

BSBHRM502A MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage human resources information systems from the research and planning stages, through selection of appropriate systems, to implementation, ongoing review and system upgrades.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.Jones, R. (2006). Managing Human Resource Systems. NSW: Tertiary Press
Assessment: The unit is assessed via a project in the workplace, research assignment, open-book tests, classroom presentations. Traineeship: The participants would be employed in the workplace, which allows the Learning in the Workplace to be integrated into the delivery and assessment.

BSBHRM503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design, implement and oversee performance management systems. It includes ongoing performance feedback strategies as well as formal performance feedback meetings. Specific intervention associated with underperformance and/or misconduct is also included.
Required Reading:-
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Written report, Feedback.

BSBHRM504A MANAGE WORKFORCE PLANNING

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.
Required Reading: No required text.
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Portfolio of evidence, Written report, Feedback. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBHRM505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement an organisation's remuneration and benefit plans. It incorporates all functions associated with remuneration including packaging, salary benchmarking, market rates reviews, bonuses and the legislative aspects of remuneration and employee benefits.
Required Reading:-
Assessment: Oral and written questioning, Oral presentation, Compliance of all legal aspects, Knowledge of ATO Laws & FBT, Portfolio of evidence, Written report.

BSBHRM506A MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and/or observations and demonstration. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. BSB40207 Certificate IV in Business Competency assessed

BSBHRM507A MANAGE SEPARATION OR TERMINATION

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to deal with redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.
Required Reading: No required text
Assessment: The unit is assessed via a project in the workplace, research assignment, open-book tests, classroom presentations. RPL: Participants will provide evidence of their skills, knowledge and experience.

BSBHRM509A MANAGE REHABILITATION & RETURN TO WORK

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to process and analyse both workers compensation and sick leave claims. It also covers the establishment of rehabilitation needs and return to work programs, and their monitoring, ongoing review and evaluation.
Required Reading: No text required.-
Assessment: Oral and written questioning, Oral presentation, Role plays, Written report, Case studies & scenarios, Evaluation.

BSBHRM604A MANAGE EMPLOYEE RELATIONS

Prerequisites: Nil.
Description: Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.
Assessment: As per accredited curriculum

BSBIND201A WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work effectively within a commercial or business environment. It includes identifying the rights and responsibilities of employees and employers and conducting business in accordance with the organisational goals, values and standards.
Required Reading: No required text. BSB31007 Cert III in Business Admin (Legal) All learning materials are supplied by the School as part of the Fee for Service structure.
Assessment: Students are required to do assignments, class work, tests, projects, demonstration and observation.

BSBIND302A WORK EFFECTIVELY IN THE INTERNATIONAL EDUCATION SERVICES INDUSTRY

Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide administration services in an international education organisation. Particular emphasis is on workplace practices such as the application of intercultural protocols, cross cultural communication, identification of job role requirements and career planning.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBINM201A PROCESS AND MAINTAIN WORKPLACE INFORMATION

Locations: Industry, St Albans, Certificate III in Mumgu-dhal tyama-tiyt - St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to collect, process, store and maintain workplace information and systems. It also includes the maintenance of filing and records systems.
Required Reading:21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Teacher will provide teaching and learning materials where required.
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation. RPL: Participants will provide evidence of skills, knowledge and experience. 21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

BSBINM202A HANDLE MAIL

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail.
Required Reading: No required text
Assessment: Students are required to do assignments, classwork, demonstration and observation.

BSBINM301A ORGANISE WORKPLACE INFORMATION

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to gather, organise and apply workplace information in the context of an organisation's work processes and knowledge management systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: For Cert III International Trade: International Marketing.Aspire Training. (2008). Organise workplace information. Vic: Aspire Training. Kleindl, B. (2007). International Marketing. Singapore: Thomson South Western.
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBINM302A UTILISE A KNOWLEDGE MANAGEMENT SYSTEM

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to access and use a knowledge management system, to input into a knowledge management system, and to contribute to monitoring, reviewing and improving a knowledge management system and work practices. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: For Cert III International Trade: International Marketing.Aspire Training. (2008). Utilise a knowledge management system. Aust: Aspire Training. Kleindl, B. (2007). International Marketing. Singapore: Thomson South Western.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBINM303A HANDLE RECEIPT AND DESPATCH OF INFORMATION

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail. It also covers collating and despatching bulk mail according to Australia Post and AUSDOC specifications.
Required Reading: No required text·
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation's effectiveness.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL; Participants will provide evidence of their knowledge, skills and experience.

BSBINM501A MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise learning to use an information or knowledge management system and to manage the use of the system.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Industry (FLM stream):: Students will be required to analyse and information / knowledge system in their workplace and prepare a report, including an action plan on improvements that could be made. Students will also be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. Traineeship: Training record book, observation,

demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBINN201A CONTRIBUTE TO WORKPLACE INNOVATION
Locations: Footscray Nicholson, City King St, St Albans, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to make a pro active and positive contribution to workplace innovation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Aspire Training. (2008). Contribute to Workplace Innovation. Melb: Aspire Training.
Assessment:VETiS: Graded Tests, assignments. RPL - Participants would provide evidence of their skills, knowledge and experience required.

BSBINN301A PROMOTE INNOVATION IN A TEAM ENVIRONMENT
Locations: Footscray Nicholson, Werribee, City King St, Industry, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team.
Required Reading: Traineeships: Aspire Training Workbook.Aspire Training. (2008). Promote innovation in a team environment. Aust: Aspire Training.
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.   VETiS: Graded - tests and assignments. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. For FNS30107 Certificate III in Financial Services assessments will include: Work based Case studies, Projects, Group work, Research, RPL.

BSBINN501A ESTABLISH SYSTEMS THAT SUPPORT INNOVATION
Locations: Footscray Nicholson, Industry, City Queen.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conceptualise and establish new systems that support and encourage innovation in the workplace. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBINN601A MANAGE ORGANISATIONAL CHANGE
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine strategic change requirements and opportunities, and to develop, implement and evaluate change management strategies.
Required Reading: Dalgish, C., Evans, P., (2007). Leadership in the Australian Context. Aust: Tilde University Press. Samson, D., Daft, R., (2005). Fundamentals of Management. Aust: Thomson
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment and written report.

BSBINT305B PREPARE BUSINESS DOCUMENTS FOR THE INTERNATIONAL TRADE OF GOODS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the preparation of business documents required for the trade of goods internationally.
Required Reading: Kleindl, B. (2007). International Marketing. Singapore: Thomson South Western.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBINT401B RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to ascertain the international business opportunities available and the feasibility of a particular opportunity.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBINT405A APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.
Required Reading:-
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBINT405B APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBINT407B PREPARE BUSINESS ADVICE ON EXPORT FREE ON BOARD VALUE
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to accurately determine and prepare business advice on the export entry or declaration Free on Broad (FOB) Value on goods exported from Australia.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBINT408B PREPARE BUSINESS ADVICE ON THE TAXES AND DUTIES FOR INTERNATIONAL TRADE TRANSACTIONS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to assess the applicability of the relevant taxes and duties for international trade transactions, and to prepare business advice based on the assessments and calculations undertaken.

Required Reading: No required text

Assessment: Assessment methods may include: direct questioning combined with review of portfolios, oral or written questioning, assessment of accuracy of calculations and review of results of calculations and business advice prepared in the required format.

BSBINT409B PLAN FOR INTERNATIONAL TRADE

Prerequisites: Nil.

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

Required Reading:-

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

BSBITB501A ESTABLISH AND MAINTAIN A WORKGROUP COMPUTER NETWORK

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to establish a workgroup computer network with an information technology consultant and to manage the network by keeping records, responding to problems, assisting users and providing training. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement

Required Reading: No required text.

Assessment:RPL: Competency Based. Assessment may be assignments, tests and projects.

BSBITS401A MAINTAIN BUSINESS TECHNOLOGY

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. It includes maintaining existing technology and planning for future technology requirements.

Required Reading: No required text.

Assessment: Assessment may be observation, demonstration, assignments, questioning and discussion.

BSBITS401B MAINTAIN BUSINESS TECHNOLOGY

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. It includes maintaining existing technology and planning for future technology requirements.

Required Reading: No required text

Assessment: Evidence of the following is essential: -   installing software and hardware -   organising and accessing software, materials and consumables -   maintaining technology security and maintenance systems -   knowledge of costs and benefits of technology maintenance strategies.

BSBITU203A COMMUNICATE ELECTRONICALLY

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to send, receive and manage electronic mail (email), as well as to collaborate online using chat rooms, intranets and instant messaging.

Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Students are required to do assignments, classwork, demonstration and observation. 21935VIC Certificate III in ESL (Employment) Assessment may include: records of teacher's observations of students' activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

BSBITU301A CREATE AND USE DATABASES

Locations: Footscray Nicholson, City King St, Industry.

Prerequisites: Nil.

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

Required Reading: No required reading.

Assessment: Students are required to do assignments, projects, classwork, tests. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBITU302A CREATE ELECTRONIC PRESENTATIONS

Locations: Footscray Nicholson, Werribee, Industry, St Albans, 21937VIC Certificate IV in ESL (Employment/Professional) - Footscray Nicholson, On-line, St Albans and Werribee only. BSB20107 Certificate II in Business: Secondary schools for VETiS program..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.

Required Reading: Aspire Training. (2007). Create electronic presentations. Australia: Aspire Training 21937VIC Certificate IV in ESL (Employment/Professional) There is no required reading for this unit. The teacher will provide teaching and learning material as required.

Assessment: Oral and written questioning, Oral presentation, Research assignment, Practical demonstration, Test. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21937VIC Certificate IV in ESL (Employment/Professional) Assessment may include: records of teacher's observations of students' activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

BSBITU302B CREATE ELECTRONIC PRESENTATIONS

Locations:VETiS.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.

Required Reading: No required texts

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBITU304A PRODUCE SPREADSHEETS

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software.
Required Reading: Aspire Training. (2007) Produce spreadsheets. Melbourne: Aspire Training
Assessment: Students are required to do assignments, written tests, demonstration and activities. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBITU305A CONDUCT ONLINE TRANSACTIONS

Locations: Footscray Nicholson, Werribee, Industry, Melton, Sunshine, City Flinders, Off-shore, St Albans, 21939VIC Certificate III in ESL (Further Study) - Liaoning University in Shenyang, Shandong-Jianzhu University in Jinan, Henan University in Keifeng, Henan College of Finance & Taxation in Zhengzhou, Central University of Finance and Economics in Beijing, China, City Flinders, Footscray Nicholson, Melton, St Albans, Sunshine and Werribee..
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake a range of online transactions, including banking, buying and selling products and services.
Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21939VIC Certificate III in ESL (Further Study) Assessment may include: records of teacher's observations of students' activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

BSBITU306A DESIGN AND PRODUCE BUSINESS DOCUMENTS

Locations: Footscray Nicholson, City King St, Industry, Secondary Schools.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. VETiS: Graded tests and assignments. RPL: Participants will provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBITU307A DEVELOP KEYBOARDING SPEED AND ACCURACY

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques
Required Reading: Aspire Training. (2007) Design and produce text documents Melbourne: Aspire Training.

Assessment: Students are required to do assignments, written test, demonstration and classroom activities. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBITU309A PRODUCE DESKTOP PUBLISHED DOCUMENTS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.
Required Reading: For Cert III in Business Admin: Produce Complex desktop published documents. 22091VIC Diploma of Professional Writing and Editing No required textPrice, C. (2008). Produce complex desktop published documents. Aus: Software Pub
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation.

BSBITU401A DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and develop business documents using complex technical features of word processing software.
Required Reading: Price,C 2003 Produce Complex Business Documents Software Publications
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBITU402A DEVELOP AND USE COMPLEX SPREADSHEETS

Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex documents. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading:-
Assessment: Assignments, classwork, tests. Graded assessment for FNS50107 Diploma of Financial Services.

BSBITU404A PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents.
Required Reading: No required text
Assessment: Students are required to do assignments, classwork, tests, projects, portfolio, presentation, observation and demonstration. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBLED101A PLAN SKILLS DEVELOPMENT

Locations: Footscray Nicholson, Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and to plan future skills development under the guidance of an appropriate adviser

Required Reading: No required text.
Assessment: Hospitality course: students are required to do assignments, role plays, classroom activities, case studies and/or presentations. Certificate I in Business: oral and written questioning, practical demonstration, research assignment, test.

BSBLED401A DEVELOP TEAMS AND INDIVIDUALS
Locations: Footscray Nicholson, Newport, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. BSB40207 Certificate IV in Business Competency assessed

BSBLED501A DEVELOP A WORKPLACE LEARNING ENVIRONMENT
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning, and to monitor and improve learning performance.
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBLED502A MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage programs within a health and wellbeing focus. The unit addresses the management of the range of programs that would typically be associated with health and wellbeing such as stress management, smoking cessation, exercise, Employee Assistance Programs (EAPs). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text for BSB50207 Diploma of Business
Assessment:RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBLED503A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required by individuals to manage their own professional development and ongoing performance. This unit addresses the process required to maintain a high level of professional performance in a particular field. It includes modelling high standards of performance according to professional standards and procedures, and the processes and outcomes involved in determining professional development needs and participating in associated activities. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLED701A LEAD PERSONAL AND STRATEGIC TRANSFORMATION
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse and improve personal leadership style and professional competence, and to lead organisational transformation and learning for strategic outcomes. The unit also covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development, and providing strategic leadership in a dynamic context.No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading:-
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: -direct questioning combined with review of portfolios of evidence and third party workplace reports of on the job performance by the candidate -review of applied projects and learning activities such as reports and case studies-direct observation of contextual application and presentations to a range of stakeholders-oral or written questioning to assess knowledge of leadership styles-analysis of personal reflection and self awareness of leadership styles and impact of this approach on task completion and others-review of personal development plan.

BSBLED702A LEAD LEARNING STRATEGY IMPLEMENTATION
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide professional leadership in improving organisational learning, and the quality of training and assessment products and services. The unit also covers leading strategy formation; designing, developing and implementing an organisational learning strategy; and reviewing and improving overall organisational learning and development.
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants will be required to keep a journal and use this to write their two reflective reports on the progress of their IPDP's, Yes/No. Class Activity, Participants will be required to participate in all class activities, Yes/No. Participation, Participants will be required to participate in all class activities, Yes/No.

BSBLED703A IMPLEMENT IMPROVED LEARNING PRACTICE
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to initiate and implement advanced learning practice that supports the improvement of learning strategies in an organisational context. The unit also covers evaluating ways to improve learning practice, managing and monitoring means to improve learning, and analysing and advancing adoption of improved learning practice.
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants will be required to keep a journal and use this to write their two reflective reports on the progress of their IPDP's, Yes/No.

Class Activity, Participants will be required to participate in all class activities, Yes/No. Participation, Participants will be required to participate in all class activities, Yes/No.

BSBLEG301A APPLY KNOWLEDGE OF THE LEGAL SYSTEM TO COMPLETE TASKS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to complete a range of common legal administrative duties and the legal system that is required to carry them out.
Required Reading:-
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG302A CARRY OUT SEARCH OF THE PUBLIC RECORD

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to complete a search of the public record. This involves planning and conducting the search, and obtaining and delivering the information according to instructions.
Required Reading:-
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG303A DELIVER COURT DOCUMENTATION

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise court documents for delivery, planning a schedule of delivery, delivering documents to the appropriate courts and returning proof of document lodgement.
Required Reading: No required reading.-
Assessment: Students are required to do assignments, written test, classroom activities and/or presentations.

BSBLEG304A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use ethical behaviour when dealing with sensitive and confidential information in a legal environment.
Required Reading:-
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG305A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS

Locations: Footscray Nicholson, Industry, Workplace..
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to understand and use legal terminology in order to undertake tasks.
Required Reading:-

Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG306A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain time records and enter disbursements incurred.
Required Reading: No required text
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG308A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE

Locations: Industry, Workplace.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist others (for example, Partner, Solicitor, Fee Earner, Human Resources Manager, External Client) to organise a legal schedule. This involves arranging appointments and other activities based upon court dates and required legislative timelines.
Required Reading:-
Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS

Locations: Footscray Nicholson, City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use either a range of advanced functions within at least one software package or to integrate functions from at least two software packages, to produce complex legal documents. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading: No required text
Assessment: Students are required to do assignments, written test, demonstration, classroom activities. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBLEG403A MAINTAIN TRUST ACCOUNTS

Locations: Footscray Nicholson, City King St, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain trust monies related to specific files, under the instruction of a legal practitioner. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading:-
Assessment: Students are required to do assignments, written test, classroom activities.

BSBLEG403B MAINTAIN TRUST ACCOUNTS

Locations: Footscray Nicholson, Industry, City Queen.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to maintain trust monies related to specific files, under instruction of a legal practitioner. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG406A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare documents in a criminal law matter. It involves researching case history and assisting the instructing legal practitioner to prepare for the trial.

Required Reading: No required reading. BSB41207 Cert IV in Legal Services: All reading materials are supplied by the School as part of the Fee for Service structure.

Assessment: Students are required to do assignments, written test, research, classroom activities and/or presentations.

BSBLEG413A IDENTIFY AND APPLY THE LEGAL FRAMEWORK

Locations: Footscray Nicholson, Industry, City Queen.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to research legal systems and jurisdictions within Australia. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG414A ESTABLISH AND MAINTAIN A FILE IN LEGAL SERVICES

Locations: Footscray Nicholson, Industry, City Queen.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage the conduct of a file under the instruction of a designated individual. This includes establishing files, developing and obtaining appropriate documents, liaising with clients, and carrying out file closure procedures. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG415A APPLY THE PRINCIPLES OF CONTRACT LAW

Locations: Footscray Nicholson, Industry, City Queen.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to enable a person to assess contractual issues in a legal environment. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG416A APPLY THE PRINCIPLES OF THE LAW OF TORTS

Locations: Footscray Nicholson, Industry, City Queen.

Description: This unit describes the performance outcomes, skills and knowledge required to enable a person to apply the principles of the law of torts in a legal environment. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG417A APPLY THE PRINCIPLES OF EVIDENCE LAW

Locations: Footscray Nicholson, Industry, City Queen.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assess issues associated with evidence law in a legal environment. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG418A PRODUCE COMPLEX LEGAL DOCUMENTS

Locations: Footscray Nicholson, Industry, City Queen.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to produce complex legal documents using a range of advanced functions within at least one software package and integrating functions from at least two software packages. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG510A APPLY LEGAL PRINCIPLES IN FAMILY LAW MATTERS

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply legal principles in family law matters. It is relevant to marriage dissolution; property settlement; maintenance, contact and residence; counselling and mediation; and the appeals process. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG511A APPLY LEGAL PRINCIPLES IN CRIMINAL LAW MATTERS

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply legal principles and carry out administrative tasks associated with criminal law matters. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.

Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG512A APPLY LEGAL PRINCIPLES IN PROPERTY LAW MATTERS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required in the conduct and administration of straightforward property law matters. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG513A APPLY LEGAL PRINCIPLES IN CORPORATION LAW MATTERS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply legal principles in corporation law matters, including establishing business structures and preparing associated documentation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG514A ASSIST WITH CIVIL PROCEDURE

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist in civil procedure and litigation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBLEG515A APPLY LEGAL PRINCIPLES IN WILLS AND PROBATE MATTERS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply legal principles in wills and probate matters, including preparing wills, powers of attorney and deceased estate documentation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBMED301B INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY

Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to understand and respond to instructions; to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; and to use appropriate advanced medical terminology.
Required Reading: No required text.
Assessment:RPL: Participants would provide evidence of their skills, knowledge and experience.

BSBMED302B PREPARE AND PROCESS MEDICAL ACCOUNTS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide advice to patients regarding fee structures and process referrals, and to prepare and process medical accounts for a range of patients.
Required Reading: No required text.
Assessment:RPL: Participants would provide evidence of their skills, knowledge and experience.

BSBMED303B MAINTAIN PATIENT RECORDS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain patient records within an existing medical records management system, under supervision.
Required Reading: No required text
Assessment: Assessment methods may include: direct questioning, review of new records created, analysis of responses to case studies and scenarios, observation of presentations and oral or written questioning.

BSBMGT401A SHOW LEADERSHIP IN THE WORKPLACE

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non routine methods and procedures which require the exercise of some discretion and judgement.
Required Reading: This unit has no required reading.
Assessment: Students will be required to complete a leadership skills perception survey and write a report based on the identified outcomes. BSB40207 Certificate IV in Business Competency assessed

BSBMGT402A IMPLEMENT OPERATIONAL PLAN

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required.
Required Reading: This unit has no required reading.
Assessment: Students will be required to write 2 reports. (1) Reviewing and analysing an internal operational plan and (2) Describing and analysing their internal recruitment process. Students will also be expected to participate in classroom activities and discussions. BSB40207 Certificate IV in Business Competency assessed

BSBMGT403A IMPLEMENT CONTINUOUS IMPROVEMENT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement the organisation's continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.
Required Reading: Please note that there are no required text for BSB40807.Paul Timm. (2007). (4th Ed). Customer Service; Career Success through Customer Loyalty. USA: Brigham Young University
Assessment: Oral and written questioning, oral presentation, practical demonstration, case studies, written report, portfolio of evidence. BSB40807: Students are required to implement a continuous improvement in their work area and write a report on the overall process, paying particular attention to what worked and any obstacles met. Students will also need to participate in class activities and discussions. Students will also need to consider continuous improvement when completing their work based project.

BSBMGT404A LEAD AND FACILITATE OFFSITE STAFF

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to supervise staff who perform agreed duties at an alternative site (usually home) during some or all of the scheduled work hours. OFF SITE WORK is a flexible employment option that meets all legal and regulatory employment requirements.
Required Reading: No required text.
Assessment: Industry (FLM stream): Students will be required to complete classwork, assignments, roleplays and case studies.

BSBMGT405A PROVIDE PERSONAL LEADERSHIP

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to display high levels of personal leadership and to be a role model within the work environment.
Required Reading: Paul Timm. (2007). (4th Ed). Customer Service; Career Success through Customer Loyalty. USA: Brigham Young University
Assessment: Oral and written questioning, oral presentation, practical demonstration, case studies, written report.

BSBMGT406A PLAN AND MONITOR CONTINUOUS IMPROVEMENT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and monitor the organisation's continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.
Required Reading:no required text

BSBMGT502B MANAGE PEOPLE PERFORMANCE

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
Required Reading:BSB50407 Dip of Bus Admin: Fundamentals of Management. Traineeship: Workbooks will be provided to trainees as part of their training.Samson, D., Daft, R., (2006). (2nd edition). Fundamentals of Management. Aust: Thomson Dickie, L., Dickie, C., (2006). (1st Edition). Cornerstones of Management - Skills in Practice. Aust: Tilde University Press
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report. BSB50407 Dip of Bus Admin: Graded Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBMGT503A PREPARE BUDGETS AND FINANCIAL PLANS

Locations: Footscray Nicholson, City King St, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.
Required Reading: No required text.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations. TAA50105 Diploma of Training and Assessment Competency based. Assignments, workshop, work-based related projects and integrated assessment and or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT515A MANAGE OPERATIONAL PLAN

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. 22039VIC Advanced Diploma of International Business Assessment methods may include: Class test, projects, assignments and/or case studies.

BSBMGT516A FACILITATE CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.
Required Reading: No required reading.
Assessment: Students will be required to do assignments, case studies, class work and to complete their work based industry project. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT516C FACILITATE CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.
Required Reading: Students will be required to do assignments, case studies, class work and to complete their work based industry project. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT605B PROVIDE LEADERSHIP ACROSS THE ORGANISATION

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to demonstrate senior leadership behaviour, and personal and professional competence.
Required Reading:FLM (Industry) No required text.Cole   2005 Management - Theory & Practice Prentice Hall   Aust Saville, Reid   2002 Managing Effectively Prentice Hall   Aust
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report. Industry (FLM stream): Students will need to demonstrate to the assessor through class participation, oral questioning and a written assignment that they can communication organisational goals, influence groups and individuals, build and support teams and demonstrate personal and professional competence. Students will also be required to participate in class discussion and role plays. Students will also be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participant's workplace at the completion of the course.

BSBMGT608B MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.
Required Reading: Dalgish, C., Evans, P. (2007). Leadership in the Australian Context. Aust: Tilde University Press Samson, D., Daft, R. (2005). Fundamentals of Management. Aust: Thomson
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMGT615A CONTRIBUTE TO ORGANISATION DEVELOPMENT

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Not Applicable

Assessment:RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBMGT616A DEVELOP AND IMPLEMENT STRATEGIC PLANS

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish the strategic direction of the organisation, and to sustain competitive advantage and enhance competitiveness. It requires analysis and interpretation of relevant markets, capability assessment of the organisation, and its existing and potential competitors and allies. It also covers implementation of the strategic plan.
Required Reading: Reed, P. (2010) (3rd Ed) Strategic Marketing Planning Australia, Thomson
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. 22053VIC Advanced Diploma of Legal Practice - Graded BSB60110 Advanced Diploma of Advertising - Students must complete assignments, project work and class work; and may be required to undertake topic tests and make presentations. Students will complete a project linked to Learning in the Workplace and Community.

BSBMGT617A DEVELOP AND IMPLEMENT A BUSINESS PLAN

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.
Required Reading: Class notes
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBMKG301A RESEARCH THE MARKET

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

BSBMKG302A IDENTIFY MARKETING OPPORTUNITIES

Prerequisites: Nil.
Description: Confirm business needs; Identify market needs; Identify marketing opportunities.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT

Prerequisites: Nil.
Description: 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.
Required Reading:-
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG401A PROFILE THE MARKET
Prerequisites: Nil.
Description: Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG401B PROFILE THE MARKET
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Prerequisites: Nil.
Description: This unit covers analysis of consumer behaviour to enable marketing to be targeted to specific markets and specific needs.
Required Reading:-
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG402B ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Locations: Footscray Nicholson, Werribee, Industry, Melton, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour to target marketing to specific markets and specific needs.
Required Reading: Barry J. Babin | Eric Harris Second Edition CB2 Cengage
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMKG403A ANALYSE MARKET DATA
Prerequisites: Nil.
Description: Interpret trends and market developments; Interpret competitor market performance; Report on market data.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS
Prerequisites: Nil.
Description: Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Prerequisites: Nil.
Description: Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.
Required Reading:-

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

BSBMKG406A BUILD CLIENT RELATIONSHIPS
Prerequisites: Nil.
Description: Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.
Assessment: This unit may be assessed by tests, assignments, classwork, projects.

BSBMKG408B CONDUCT MARKET RESEARCH
Locations: Footscray Nicholson, Werribee, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct market research using interview and survey methodologies (not specialist statistical design and analysis) and to report on findings.
Required Reading: Tong, E., Taylor, D. (2004) Understanding Marketing Research Australia: Pearson
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBMKG409A DESIGN DIRECT RESPONSE OFFERS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design, implement and evaluate direct response offers which match organisational business and marketing objectives and resolve marketing problems.
Required Reading:-
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG412A CONDUCT ELECTRONIC MARKETING COMMUNICATIONS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare electronic advertisements for use in Internet, email or facsimile marketing communications, and to evaluate their effectiveness in achieving marketing objectives.
Required Reading:-
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBMKG413A PROMOTE PRODUCTS AND SERVICES
Locations: Footscray Nicholson, Newport, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services.
Required Reading: No required reading
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG414A UNDERTAKE MARKETING ACTIVITIES
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.
Required Reading: Lamb, Hair, McDaniel. (2008). (6th Ed). Marketing Cengage Learning
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG414B UNDERTAKE MARKETING ACTIVITIES
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit that covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.
Required Reading: No text required.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG415A RESEARCH INTERNATIONAL MARKETS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake market research to select markets to pursue.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG416A MARKET GOODS & SERVICES INTERNATIONALLY
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to market goods and service internationally in line with the organisation's marketing plan and marketing strategy for a specified international target market.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG501B IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
Required Reading:TAA50105 Diploma of Training and Assessment No required text.Tong, E., Taylor, D. (2004). Understanding Marketing Research. Australia: Pearson Lamb, Hair McDaniel et al 2009 MKTG Australia: Pearson
Assessment: Assessment may be Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests. 22051VIC Diploma of Business (Public Relations) Assessment method will include class tests, projects, case studies and presentation.

BSBMKG502B ESTABLISH AND ADJUST THE MARKETING MIX
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine the optimum marketing mix for a business through analysis of inter related marketing components.
Required Reading: No required text.

Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL; Participants will provide evidence of their knowledge, skills and experience.

BSBMKG505A REVIEW MARKETING PERFORMANCE
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.
Required Reading: No required text.
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

BSBMKG506B PLAN MARKET RESEARCH
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan market research by identifying market research needs, defining market research objectives, identifying data gathering approaches and developing a market research plan.
Required Reading:-
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG507A INTERPRET MARKET TRENDS AND DEVELOPMENTS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct an analysis of market data in order to determine organisational and competitor business performance, and to prepare market and business forecasts that assist in targeting marketing activities and in drawing up a marketing plan.
Required Reading:-
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG508A PLAN DIRECT MARKETING ACTIVITIES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan direct marketing activities that match organisational objectives.
Required Reading: Class notes
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests. RPL; Participants will provide evidence of their knowledge, skills and experience.

BSBMKG509A IMPLEMENT AND MONITOR DIRECT MARKETING ACTIVITIES
Locations: Industry, RPL.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and evaluate the effectiveness of direct marketing activities in accordance with an organisation's marketing plan.
Required Reading: No required text.
Assessment:RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMKG510A PLAN ELECTRONIC MARKETING COMMUNICATIONS
Locations: Footscray Nicholson.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research, prepare and evaluate an organisational e marketing plan that integrates electronic communications and website marketing in support of marketing objectives.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG511A ANALYSE DATA FROM INTERNATIONAL MARKETS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse data from international markets.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG512A FORECAST INTERNATIONAL MARKET AND BUSINESS NEEDS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to gather intelligence about the target international market and to use that information in the business.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG513A PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to promote products and/or services of the business within specified international markets.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG514A IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement marketing activities described in a marketing plan, to monitor their effectiveness in meeting organisational marketing objectives, and take actions to improve marketing performance.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBMKG515A CONDUCT A MARKETING AUDIT
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare for, conduct and report on a marketing audit in accordance with an organisation's marketing plan.
Required Reading:-
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG516A PROFILE INTERNATIONAL MARKETS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to select and confirm an appropriate international market.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG517A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC INTERNATIONAL MARKETS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour for specific international markets.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBMKG523A DESIGN AND DEVELOPAN INTEGRATED MARKETING COMMUNICATION PLAN
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and evaluate the range of marketing communication options and media, to design an integrated marketing communication plan, and to develop a marketing communication brief and creative brief that reflect client needs and preferences.
Required Reading: Reed, P. (2010) (3rd Ed) Strategic Marketing Planning Australia, Thomson
Assessment: Students must complete assignments, project work and classwork; and may be required to undertake topic tests and make presentation. Students will complete one project linked to Learning in the Workplace and Community.

BSBMKG603B MANAGE THE MARKETING PROCESS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to strategically manage the marketing process and marketing personnel within an organisation.
Required Reading: No required reading.
Assessment: Students must complete assignments, projects, classwork and may be required to undertake topic tests and make presentation.

BSBMKG605B EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to evaluate the international environment, to identify market factors and risks, and to assess the viability of international marketing opportunities.
Required Reading: Reed, P. (2010) (3rd Ed) Strategic Marketing Planning Australia, Thomson
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG607B MANAGE MARKET RESEARCH
Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation.
Required Reading:-
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG608A DEVELOP ORGANISATIONAL MARKETING OBJECTIVES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct a strategic analysis to develop organisational marketing objectives. This involves reviewing the organisation's internal and external environments, evaluating past and current marketing performance, and exploring and evaluating new marketing opportunities.
Required Reading: Reed, P. (2010) (3rd Ed) Strategic Marketing Planning Australia, Thomson
Assessment: Students must complete assignments, project work and class work; and may be required to undertake topic tests and make presentations. Students will complete a project linked to Learning in the Workplace and Community.

BSBMKG609A DEVELOP A MARKETING PLAN
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers the skill and knowledge to devise specific marketing strategies and tactics arising from formulation of marketing objectives.
Required Reading: No required reading
Assessment: Assessment may be oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBMKG610A DEVELOP, IMPLEMENT AND MONITOR A MARKETING CAMPAIGN
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design marketing campaigns, to implement campaigns and to analyse the success of a campaign.
Required Reading:NA

BSBOHS301B APPLY KNOWLEDGE OF OHS LEGISLATION IN THE WORKPLACE
Locations: Footscray Nicholson, Werribee, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply understanding of the occupational health and safety (OHS) legal framework in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards is achieved.
Required Reading: No Required Reading
Assessment: Assessment and delivery strategies will incorporate online project/activity based, incorporating a smulated work environment.

BSBOHS407A MONITOR A SAFE WORKPLACE
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.
Required Reading: No required text.
Assessment: Cert IV in Customer Contact: Assignments, Case studies, Projects, Research, Portfolio of evidence. Cert IV in Frontline Management: Students will be required to complete a SafetyMAP risk audit and write a report on non-compliance issues and make recommendations for improvement. Students will also be expected to participate in group discussions. Students will also need to consider OHS when completing their work based project. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBOHS509A ENSURE A SAFE WORKPLACE
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.
Required Reading:FLM (Industry) No required text.Cole, 2005 Management - Theory & Practice Prentice Hall   Aust Saville, Reid, 2002 Managing Effectively Prentice Hall   Aust
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Advanced Diploma of Disability Graded Assessment

BSBPM507A MANAGE PROJECT COMMUNICATIONS
Prerequisites: Nil.
Description: This unit specifies the outcomes required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. It aids in decision making and the control of informal communication networks to facilitate the achievement of project objectives.
Assessment: This unit may be assessed by tests, assignments, classwork, presentations, projects.

BSBPMG401A APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the control of a project's scope by assisting with the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.
Required Reading: Stephen Hartley (2003). Project management - A competency-based approach. Australia: Pearson/ Prentice Hall. Will Baker (2005). Manage projects effectively. Australia: Pearson/ Prentice Hall.
Assessment: Oral and written questioning, presentation, practical demonstration, research assignment and written report.

BSBPMG402A APPLY TIME MANAGEMENT TECHNIQUES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to assist with project scheduling activities, the application and monitoring of the agreed schedule and evaluation of time management effectiveness for the project.

Required Reading: Stephen Hartley (2003). Project management - A competency-based approach. Australia: Pearson/ Prentice Hall. Will Baker (2005). Manage projects effectively. Australia: Pearson/ Prentice Hall.

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

BSBPMG403A APPLY COST MANAGEMENT TECHNIQUES

Locations: Industry.

Prerequisites: Nil.

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

Required Reading: Stephen Hartley (2003). Project management - A competency-based approach. Australia: Pearson/ Prentice Hall. Will Baker (2005). Manage projects effectively. Australia: Pearson/ Prentice Hall.

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

BSBPMG404A APPLY QUALITY MANAGEMENT TECHNIQUES.

Locations: Industry.

Prerequisites: Nil.

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

Required Reading: Stephen Hartley (2003). Project management - A competency-based approach. Australia: Pearson/ Prentice Hall. Will Baker (2005). Manage projects effectively. Australia: Pearson/ Prentice Hall.

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

BSBPMG405A APPLY HUMAN RESOURCES MANAGEMENT APPROACHES

Locations: Industry.

Prerequisites: Nil.

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

Required Reading: Stephen Hartley (2003). Project management - A competency-based approach. Australia: Pearson/ Prentice Hall. Will Baker (2005). Manage projects effectively. Australia: Pearson/ Prentice Hall.

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

BSBPMG406A APPLY COMMUNICATIONS MANAGEMENT TECHNIQUES

Locations: Industry.

Prerequisites: Nil.

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

Required Reading: Stephen Hartley (2003). Project management - A competency-based approach. Australia: Pearson/ Prentice Hall. Will Baker (2005). Manage projects effectively. Australia: Pearson/ Prentice Hall.

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

BSBPMG407A APPLY RISK MANAGEMENT TECHNIQUES

Locations: Industry.

Prerequisites: Nil.

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

Required Reading: Stephen Hartley (2003). Project management - A competency-based approach. Australia: Pearson/ Prentice Hall. Will Baker (2005). Manage projects effectively. Australia: Pearson/ Prentice Hall.

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

BSBPMG408A APPLY CONTRACT AND PROCUREMENT PROCEDURES

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assist with contracting and procurement for a project. It covers identifying procurement and contract requirements, assisting with contractor selection, conducting contracting and procurement activities and assisting with finalisation of activities for the project.

Required Reading: Stephen Hartley (2003). Project management - A competency-based approach. Australia: Pearson/ Prentice Hall. Will Baker (2005). Manage projects effectively. Australia: Pearson/ Prentice Hall.

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

BSBPMG501A MANAGE APPLICATION OF PROJECT INTEGRATIVE PROCESSES

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to integrate and balance the overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement; and to align and track the project objectives to comply with organisational goals, strategies and objectives.

Required Reading:-

BSBPMG502A MANAGE PROJECT SCOPE

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to determine and manage project outcomes. It covers project authorisation, developing a scope management plan, and managing the application of project scope controls.

Required Reading: No text required.

BSBPMG503A MANAGE PROJECT TIME

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage time within projects. It covers determining and implementing the project schedule, and assessing time management outcomes.
Required Reading: No text required.

BSBPMG504A MANAGE PROJECT COSTS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.
Required Reading: Australian Standards ABCB Building Code of Australia

BSBPMG505A MANAGE PROJECT QUALITY
Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage quality within projects. It covers determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.
Required Reading: Australian Standards
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

BSBPMG506A MANAGE PROJECT HUMAN RESOURCES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake human resource management (HRM) within projects. It involves planning for human resources, implementing staff training and development, and managing the project team and stakeholders.
Required Reading: No text required.

BSBPMG507A MANAGE PROJECT COMMUNICATIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.
Required Reading: No text required.

BSBPMG508A MANAGE PROJECT RISK
Locations: Newport, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage risk within a project to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Australian Standards ABCB Building Code of Australia

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

BSBPMG509A MANAGE PROJECT PROCUREMENT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake procurement and contract management within projects. It covers determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities, and managing finalisation processes.
Required Reading: No text required.

BSBPRO301A RECOMMEND PRODUCTS AND SERVICES
Locations: Footscray Nicholson, Industry, St Albans, Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide advice and information within an organisation about the development and distribution of its products and services.
Required Reading:VETiS: no required readingAspire Training. (2008). Recommend products and services. Aust: Aspire Training.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. VETiS: 21956VIC Cert II in Small Bus (Ops/Innovation): Graded Assessments required include assignments, classwork, presentation.

BSBPRO401A DEVELOP PRODUCT KNOWLEDGE
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the performace outcomes, skills and knowledge required to develop product knowledge in preparation for the sales process.
Required Reading: Rix, P. (2001). 2nd Ed Selling - A Consultative Approach McGraw-Hill, Australia Rix, P. (2007). Marketing: A Practical Approach McGraw-Hill, Australia
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBPUB401A DEVELOP AND APPLY KNOWLEDGE OF PUBLIC RELATIONS INDUSTRY
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research, analyse and apply knowledge of the various components of the public relations industry, including legal and ethical constraints and strategic communications management planning.
Required Reading: Tymson & Lazar. (2006). The new Australian & New Zealand Public Relations Manual Australia: Tymson Communications
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB402A DEVELOP PUBLIC RELATIONS CAMPAIGNS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and conduct a public relations campaign, to evaluate its effectiveness and to present the findings to stakeholders.
Required Reading: Tymson & Lazar. (2009) The new Australian & New Zealand Public Relations Manual Australia Tymson Communications
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB403A DEVELOP PUBLIC RELATIONS DOCUMENTS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design, produce and edit public relations documents for various target audiences, and to evaluate their effectiveness in the marketplace.
Required Reading: Newsom, D., Haynes, J. (2005). (7th edn). Public relation writing: form and style. Belmont, CA.: Thomson Wadsworth. Blackwel et al. (2006). (1st Ed). Consumer Behaviour: An Asia Pacific Approach. Melbourne: Thompson
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets 22091VIC Diploma of Professional Writing and Editing Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBPUB501A MANAGE THE PUBLIC RELATIONS PUBLICATION PROCESS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage the design, production, implementation and evaluation of public relations publications in accordance with organisational requirements.
Required Reading: Guth, D., Short, B., Marsh, C. (2004). Strategic Writing: Multimedia Writing for Public Relations, Advertising, Sales and Marketing, and Business Communication. US: Pearson Education
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUB503A MANAGE FUNDRAISING AND SPONSORSHIP ACTIVITIES
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct and manage fundraising and sponsorship activities for a not-for-profit organisation, and to align fundraising and sponsorship activities with organisational requirements.
Required Reading: Guth, D., Short, B., Marsh, C. (2004). Strategic Writing: Multimedia Writing for Public Relations, Advertising, Sales and Marketing, and Business Communication. US: Pearson Education.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. BSB50407 Dip of Bus Admin: Campus Based: Graded RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience required.

BSBPUB504A DEVELOP AND IMPLEMENT CRISIS MANAGEMENT PLANS
Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required by public relations personnel to coordinate, develop and implement a crisis management plan to provide an organisation with a planned communications response for use in the event of crisis.
Required Reading: Galloway, C., Kwansah-Aidoo, K. (2005). Public Relations Issues and Crisis Management. Southbank, Vic. : Thomson Social Science Press
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBPUR301B PURCHASE GOODS AND SERVICES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to determine purchasing requirements, and make and receive purchases.
Required Reading: For Cert III International Trade: International Marketing.Aspire Training. (2008). Purchase goods and services. Aust: Aspire Training. Kleindl, B. (2007). International Marketing. Singapore: Thomson South Western.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBPUR503B MANAGE INTERNATIONAL PURCHASING
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit specifies the outcomes required to manage international purchasing of specific goods within workplace policies and procedures and regulatory frameworks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No Required text
Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

BSBREL401A ESTABLISH NETWORKS
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.
Required Reading: Cert IV in Business Admin: No required text.School of Personal Services. (2009). Establish networks. Melbourne: Vic Uni
Assessment: Assignments, Case studies, Projects, Research, Portfolio of evidence. CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency in establishing contacts and participating in networks whilst identifying opportunities for networking. Maintaining records of relevant contacts of related organisations, agencies and networks.

BSBREL402A BUILD CLIENT RELATIONSHIPS AND BUSINESS NETWORKS
Locations: Footscray Nicholson, Newport, City King St, Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.
Required Reading: No required reading.

Assessment: This unit will/ can be assessed via a workplace project, interviews, research assignments, group-work & roleplays. Industry (FLM stream): Students are required to present a report and a presentation of findings from attending functions and/or meetings. Students will also be required to participate in class discussion and role plays. Students will also be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course.

BSBREL501A BUILD INTERNATIONAL CLIENT RELATIONSHIPS
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to build effective international client relationships.
Required Reading:-
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBREL701A DEVELOP AND CULTIVATE COLLABORATIVE PARTNERSHIPS AND RELATIONSHIPS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish collaborative partnerships and relationships with business and industry stakeholders to promote and advance learning programs. The unit also covers communicating to influence others, cultivating new and existing partnerships, establishing positive collaborative relationships, leading the establishment
Required Reading: No text required.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

BSBRES401A ANALYSE AND PRESENT RESEARCH INFORMATION
Locations: Footscray Nicholson, Werribee, Newport, City King St, Industry, Melton, Sunshine, St Albans, Workplace.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBRES404A RESEARCH LEGAL INFORMATION USING PRIMARY SOURCES
Locations: Footscray Nicholson, Industry, City Queen.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work under supervision researching primary sources of legal information, locating relevant information and writing up a basic summary. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBRES502A RESEARCH LEGAL INFORMATION USING SECONDARY SOURCES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake legal research using secondary sources and under supervision. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBRKG301B CONTROL RECORDS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to classify, register, and track records and information about records within a business or records system.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG302A UNDERTAKE DISPOSAL
Prerequisites: Nil.
Description:-
Required Reading:-

BSBRKG302B UNDERTAKE DISPOSAL
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify which records are subject to a disposal program, and to safely and securely transfer or dispose of the records.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG303A RETRIEVE INFORMATION FROM RECORDS
Prerequisites: Nil.
Description:-
Required Reading:-

BSBRKG303B RETRIEVE INFORMATION FROM RECORDS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to receive a request and to deliver the record or information about the record.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies.

BSBRKG304B MAINTAIN BUSINESS RECORDS

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRYThe above are pre-requisites for Real Estate course only. No pre-requisite for traineeship program.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain the records of a business or records system in good order on a day to day basis. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Traineeship: No required reading. Real Estate: Vetassess book.Vetassess. (2009). Maintain business records. Melb: Vetassess.
Assessment: Assignment and test. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG305A REVIEW RECORDKEEPING FUNCTIONS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake research that supports work across a wide range of recordkeeping functions. This is a foundation unit for any person wishing to pursue competency in recordkeeping and provides a sound basis for working across various recordkeeping functional areas. This unit is based on the joint Australian Society of Archivists (ASA) and Records Management Association of Australasia's (RMAA) Statement of Knowledge for Recordkeeping Professionals.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG401A REVIEW THE STATUS OF A RECORD

Prerequisites: Nil.
Description: This unit describes the work involved in reviewing and documenting the changing context and status of records which have previously been appraised as having temporary or on-going value, and identified as requiring conditions imposed on granting access to them.

BSBRKG401B REVIEW THE STATUS OF A RECORD

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to review and document the changing context and status of records which have been appraised as having temporary or ongoing value, and which have been identified as requiring conditions for access.
Required Reading: No required reading.
Assessment: Students are required to do assignments, tests, projects, case studies. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG402B PROVIDE INFORMATION FROM AND ABOUT RECORDS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to respond as effectively as possible to enquiries from potential users of records, including using appropriate processes to access and provide information about records.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG403C SET UP A BUSINESS OR RECORDS SYSTEM FOR A SMALL BUSINESS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research, develop and implement business or records systems for a small office.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   translating business functions and reporting requirements into a brief that describes the requirements of a business or records system -   developing a business or records system, including rules and procedures -   knowledge of organisational functions, structure and culture.

BSBRKG404A MONITOR AND MAINTAIN RECORDS IN AN ONLINE ENVIRONMENT

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.
Required Reading: No required text.
Assessment: Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBRKG502B MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to set the operational frameworks for the creation, capture and use of records and to monitor and review these frameworks and activities within a business or records system of a specific business domain.
Required Reading: No required text.
Assessment:TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations. BSB50407 Dip of Bus Admin Students may be required to do assignments, classwork, tests, projects, case studies and/or presentations. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG505B DOCUMENT OR RECONSTRUCT A BUSINESS OR RECORDS SYSTEM

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to document or reconstruct a business or records system and its context over time.
Required Reading: No required text.

Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRKG506A DEVELOP AND MAINTAIN TERMINOLOGY AND CLASSIFICATION SCHEMES

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop new or modified vocabulary controls and classification schemes for business or records systems based on an organisation's functions and activities.
Required Reading: No required text.
Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBRSK401A IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation.
Required Reading: This unit has no required text.
Assessment:-   Oral and written questioning -   Oral presentation -   Practical demonstration - Research assignment -   Written report

BSBRSK501A MANAGE RISK

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area. The unit has been designed to be consistent with AS/NZS 4360:2004 Risk management.
Required Reading: Dalgish, C., Evans, P. (2007). Leadership in the Australian Context. Aust: Tilde University Press Samson, D., Daft, R. (2005). Fundamentals of Management. Aust: Thomson
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations

BSBRSK501B MANAGE RISK

Locations: Footscray Nicholson, Werribee, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   risk management plan which includes a detailed stakeholder analysis, explanation of the risk context, critical success factors, identified and analysed risks, and treatments for prioritised risks -   details of monitoring arrangements for risk management plan and an evaluation of the risk management plan's efficacy in treating risks -   knowledge of relevant legislation, codes of practice and national standards.

BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES

Prerequisites: Nil.
Description: Identify business opportunities; Identify personal business skills.
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS

Prerequisites: Nil.
Description: Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.
Required Reading:-
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM403A PROMOTE THE BUSINESS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit covers the development and implementation of marketing strategies and the monitoring and improvement of market performance. It is suitable for setting up or existing micro and small businesses or a department in a larger organisation.
Required Reading: No required text
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM404A UNDERTAKE BUSINESS PLANNING

Prerequisites: Nil.
Description: Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM406A MANAGE FINANCES

Prerequisites: Nil.
Description: Maintain financial records; Implement financial plan; Monitor financial performance.
Assessment: This unit may be assessed by assignments, tests, projects, classwork.

BSBSBM407A MANAGE A SMALL TEAM

Prerequisites: Nil.
Description: Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.
Assessment: This unit may be assessed by presentations, assignments, tests, projects, classwork.

BSBSLS402A IDENTIFY SALES PROSPECTS

Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify of potential sales prospects through application of prospecting methods.
Required Reading: Rix, P. (2001). 2nd Ed. Selling - A Consultative Approach McGraw-Hill, Australia Rix, P. (2007). Marketing: A Practical Approach McGraw-Hill, Australia
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS403A PRESENT A SALES SOLUTION

Locations: St Albans.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to present a sales solution which responds to the specific buying needs of the client.
Required Reading: Rix, P. (2001). 2nd Ed. Selling - A Consultative Approach. McGraw-Hill, Australia Rix, P. (2007). Marketing: A Practical Approach McGraw-Hill, Australia
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS404A SECURE PROSPECT COMMITMENT
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use sales processes associated with securing prospect commitment to proceed with a sale.
Required Reading: Rix, P. (2001). 2nd Ed Selling - A Consultative Approach McGraw-Hill, Australia
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS405A SUPPORT POST-SALE ACTIVITIES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to attend to post sale activities that build and strengthen the partnership between a salesperson and the client, and enhance the prospect of future sales.
Required Reading:-
Assessment: Students are required to do Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report, Written tests.

BSBSLS406A SELF-MANAGE SALES PERFORMANCE
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to self manage sales performance through establishing an individualised sales plan, and through managing stress, time and sales related paperwork.
Required Reading: Rix, P. (2001). 2nd Ed Selling - A Consultative Approach McGraw-Hill, Australia
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report, written tests.

BSBSLS501A DEVELOP A SALES PLAN
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop a sales plan for a product or service for a team covering a specified sales territory based on strategic objectives and in accordance with established performance targets.
Required Reading: No text required.

BSBSLS502A LEAD AND MANAGE A SALES TEAM
Locations: Footscray Nicholson, Newport, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to plan, implement, direct and evaluate sales team activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Australian Standards ABCB Building Code of Australia
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. For BSB51207 Diploma of Marketing this unit will be graded.

BSBSMB201A IDENTIFY SUITABILITY FOR MICRO BUSINESS
Locations: Footscray Nicholson, City King St, St Albans, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to set up a micro business. Specific legal requirements apply to the management of a micro business.
Required Reading: Aspire Training. (2008) Identify suitability for micro business. Melb: Aspire Training.
Assessment: Tests, assignments.

BSBSMB301A INVESTIGATE MICRO BUSINESS OPPORTUNITIES
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop business ideas, and to investigate market needs and factors affecting potential markets. Specific legal requirements apply to the management of a micro business.
Required Reading: This unit has no required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBSMB302A DEVELOP A MICRO BUSINESS PROPOSAL
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop an identified business idea, to research the feasibility of the business opportunity and to present a business idea in formats that suit a range of stakeholders. Specific legal requirements apply to the management of a micro business.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB303A ORGANISE FINANCES FOR THE MICRO BUSINESS
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to investigate the financial capacity to enter into a micro business, to determine the projected cash flow, to source finances and to monitor the profitability of the business. Specific legal requirements apply to the management of a micro business.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB304A DETERMINE RESOURCE REQUIREMENTS FOR THE MICRO BUSINESS

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine the resource requirements of the micro business and to source these resources. Specific legal requirements apply to the management of a micro business.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB305A COMPLY WITH REGULATORY, TAXATION AND INSURANCE REQUIREMENTS FOR THE MICRO BUSINESS

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to outline the regulatory, taxation and insurance compliance requirements of a micro business; and to source advice and specialist services to assist business owners/managers in satisfying these requirements and needs. Specific legal requirements apply to the management of a micro business.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB306A PLAN A HOMEBASED BUSINESS

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to examine the issues around establishing a business in a home and to plan the workplace within a home environment. Specific legal requirements apply to the management of a small or micro business.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB307A SET UP INFORMATION AND COMMUNICATIONS TECHNOLOGY FOR THE MICRO BUSINESS

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish information and communications technology needs relevant to a home based business. It focuses on dealing with routine installation, operation and malfunctions of commonly used technology only; it is not a specialist information technology unit. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

BSBSMB401A ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. Specific legal requirements apply to the management of a small business.
Required Reading: No required text.
Assessment: Students are required to complete a Report / Assignment outlining the business and legal requirements of their proposed / actual business venture. 22091VIC Diploma of Professional Writing and Editing Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBSMB402A PLAN SMALL BUSINESS FINANCES

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability. Specific legal requirements apply to the management of a small business.
Required Reading: This unit has no required text.
Assessment: Students are required to develop a Financial Plan incorporating set up costs, a sales / income mix, cash flow and budgeted profit and loss statement.

BSBSMB403A MARKET THE SMALL BUSINESS

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: This unit has no required text.
Assessment: Certificate IV in Companion Animal Services: Presentation and written and verbal tasks. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks, assignments, case studies, presentations and class observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. Assessment for Certificate IV in Celebrancy may include written assessment tasks based on provided reading material.

BSBSMB404A UNDERTAKE SMALL BUSINESS PLANNING

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. Specific legal requirements apply to the management of a small business.
Required Reading: This unit has no required text.
Assessment: Students are required to complete an assignment - Business Plan document.

BSBSMB405A MONITOR AND MANAGE SMALL BUSINESS OPERATIONS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.
Required Reading: This unit has no required text.

Assessment: Certificate IV in Companion Animal Services: Presentation and written and verbal tasks. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks, class work, tests, case studies, presentations and class observation. Assessment for Certificate IV in Celebrancy may include written assessment tasks based on provided reading material.

BSBSMB405B MONITOR AND MANAGE SMALL BUSINESS OPERATIONS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   developing strategies and procedures to successfully manage the operation of the business -   making appropriate adjustments to the business operations as required -   knowledge of quality system principles and methods.

BSBSMB407A MANAGE A SMALL TEAM
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan for the management of and to manage staff. It involves industrial relations, staff selection, staff records, induction, training, team development and career planning to enhance business operations through retaining a competent, committed and motivated team in the workplace. Specific legal requirements apply to the management of a small business.
Required Reading: Paul Timm. (2007). (4th Ed). Customer Service; Career Success through Customer Loyalty. USA: Brigham Young University
Assessment: Oral and written questioning, oral presentation, practical demonstration, case studies, written report, portfolio of evidence.

BSBSUS501A DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY
Locations: Footscray Nicholson, City King St, Industry, City Queen, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.
Required Reading: No required text.
Assessment:BSB50407 Dip of Bus Admin RPL: Competency based. Assessments may be assignments, tests and projects. BSB50110 Diploma of Legal Services - Competency based Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBWOR201A MANAGE PERSONAL STRESS IN THE WORKPLACE
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to manage personal stress in a customer contact environment.
Required Reading: This unit has no required text.
Assessment:o   Oral and written questioning o   Oral presentation o   Practical demonstration oResearch assignment o   Written report

BSBWOR203A WORK EFFECTIVELY WITH OTHERS
Locations: Footscray Nicholson, Industry, St Albans, Certificate III in Mumgu-dhal tyama-tiyt - St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work in a group environment promoting team commitment and cooperation, supporting team members and dealing effectively with issues, problems and conflict.
Required Reading:21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Teacher will provide teaching and learning materials where required.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. 21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

BSBWOR203B WORK EFFECTIVELY WITH OTHERS
Locations: Footscray Nicholson, City King St, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work in a group environment promoting team commitment and cooperation, supporting team members and dealing effectively with issues, problems and conflict.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   providing support to team members to ensure goals are met -   seeking feedback from clients and/or colleagues and taking appropriate action - knowledge of appropriate conflict resolution techniques.

BSBWOR204A USE BUSINESS TECHNOLOGY
Locations: Footscray Nicholson, City King St, Industry, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to select, use and maintain a range of business technology. This technology includes the effective use of computer software to organise information and data.
Required Reading: No required reading.
Assessment: Students are required to do assignments, classwork, tests, projects, demonstration and observation. Traineeship Program On the job assessment through demonstration and observation in the workplace. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBWOR301A ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT
Locations: Footscray Nicholson, Werribee, Industry, St Albans, Secondary Schools 21861VIC Certificate III in Mumgu-dhal tyama-tiyt - St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.
Required Reading: No required text. 21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Teacher will provide teaching and learning materials where required.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. VETiS: graded tests and assignments. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

BSBWOR301B ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT
Locations: Footscray Nicholson, Werribee, City King St, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence. Operators may exercise discretion and judgement using appropriate theoretical knowledge of work scheduling and performance improvement to provide technical advice and support to a team.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   preparing work plans - scheduling and prioritising work objectives and tasks - knowledge of the principles and techniques of goal setting, measuring performance, time management and personal assessment.

BSBWOR302A WORK EFFECTIVELY AS AN OFFSITE WORKER
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to negotiate and perform self managed, self directed work as an off site worker performing agreed duties at an alternative site during some or all of scheduled work hours. It is a flexible employment option that meets all legal and regulatory employment requirements.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations and class observation.

BSBWOR401A ESTABLISH EFFECTIVE WORKPLACE RELATIONSHIPS
Locations: Footscray Nicholson, Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to collect, analyse and communicate information and to use that information to develop and maintain effective working relationships and networks, with particular regard to communication and representation
Required Reading: No required text-
Assessment: Assignments, Case studies, Projects, Research, Portfolio of evidence, RPL, Work based Case studies.

BSBWOR402A PROMOTE TEAM EFFECTIVENESS
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.

Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, team projects, case studies and/or presentations. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

BSBWOR403A MANAGE STRESS IN THE WORKPLACE
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage own stress and the stress of others stress in a team environment.
Required Reading: No required text.
Assessment: Work based Case studies, Projects, Group work, Research, RPL

BSBWOR404A DEVELOP WORK PRIORITIES
Locations: Footscray Nicholson, City King St, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan one's own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one's own career planning and professional development.
Required Reading: This unit has no required reading. BSB41207 Cert IV in Legal Services: All reading materials are supplied by the School as part of the Fee for Service structure.
Assessment: Students are required to write a report and participate in class activities and discussion. Students should consider work priorities when completing their work based project. BSB41207 Cert IV in Legal Services Assignments, workshop, workbased related projects and integrated assessment and or presentations. RPL Applicants will provide evidence of their skills, knowledge and experience.

BSBWOR404B DEVELOP WORK PRIORITIES
Locations: Footscray Nicholson, City King St, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan one's own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one's own career planning and professional development.
Required Reading: This unit has no required reading. BSB41207 Cert IV in Legal Services: All reading materials are supplied by the School as part of the Fee for Service structure.
Assessment: Students are required to write a report and participate in class activities and discussion. Students should consider work priorities when completing their work based project. BSB41207 Cert IV in Legal Services Assignments, workshop, workbased related projects and integrated assessment and or presentations. RPL Applicants will provide evidence of their skills, knowledge and experience.

BSBWOR501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.
Required Reading:BSB50407 Dip of Bus Admin: No required text. Traineeship:

Workbooks will be provided to trainees as part of their training.Cole, 2005 Management - Theory & Practice Prentice Hall, Australia Saville, Reid, 2002 Managing Effectively Prentice Hall, Australia
Assessment:BSB50207 Dip of Bus: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report. BSB50407 Dip of Bus Admin: Graded Assignments, test, Oral and written questioning. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBWOR501B MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.
Required Reading:BSB50407 Dip of Bus Admin: No required text. Traineeship: Workbooks will be provided to trainees as part of their training.Cole, 2005 Management - Theory & Practice Prentice Hall, Australia Saville, Reid, 2002 Managing Effectively Prentice Hall, Australia
Assessment:BSB50207 Dip of Bus: Oral and written questioning, Oral presentation, Practical demonstration, Research assignment, Written report. BSB50407 Dip of Bus Admin: Graded Assignments, test, Oral and written questioning. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBWOR502A ENSURE TEAM EFFECTIVENESS
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation.
Required Reading: No required text.
Assessment: Students may be required to do assignments, class work, tests, projects, case studies, presentations and/or observations and demonstration. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. TAA50105 Diploma of Training and Assessment Assignments, workshop, work based related projects and integrated assessment and or presentations.

BSBWOR502B ENSURE TEAM EFFECTIVENESS
Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation.
Required Reading: No required text.
Assessment: Students may be required to do assignments, class work, tests, projects, case studies, presentations and/or observations and demonstration. Traineeship:

Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. TAA50105 Diploma of Training and Assessment Assignments, workshop, work based related projects and integrated assessment and or presentations.

BSBWRK403A COMMUNICATE WITH WORKERS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to communicate effectively with workers on a one to one basis and in groups in order to move them towards union membership, involvement, collectivism and activism.
Required Reading: This unit has no required text.
Assessment:- Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWRK404A PROMOTE EQUALITY OF OPPORTUNITY AND FAIR TREATMENT FOR ALL WORKERS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work with diversity and to promote equality within the union and the workplace. It deals with challenging discrimination on the basis of race, sex, sexual orientation, disability, age and employment status.
Required Reading: This unit has no required text.
Assessment:- Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWRK405A PROMOTE UNION VALUES, PRINCIPLES AND POLICIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to demonstrate the values of the union and social justice movements.
Required Reading: This unit has no required text.
Assessment:- Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWRK406A PARTICIPATE IN THE BARGAINING PROCESS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively participate in the process of bargaining to establish collective agreements that maintain and promote rights and conditions for union members.
Required Reading: This unit has no required text.
Assessment:- Oral and written questioning - Oral presentation - Practical demonstration - Research assignment - Written report

BSBWRK407A PROVIDE ADVICE TO UNION MEMBERS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively provide advice to union members about their industrial and employment rights.
Required Reading: This unit has no required text.

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

BSBWRK410A IMPLEMENT INDUSTRIAL RELATIONS PROCEDURES
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work with industrial relations policies and procedures.
Required Reading:-
Assessment: Assignments, Case studies, Projects and Research.

BSBWRK509A MANAGE INDUSTRIAL RELATIONS
Locations: City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage industrial relations matters within an organisation, with day to day involvement. It includes strategic planning and policy development for industrial relations as well as negotiation, conflict management and dispute resolution.
Required Reading: No required Text.
Assessment: Oral and written questioning, Oral presentation, Review of documentation, Written report, Practical demonstration, Case studies. TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations.

BSBWRT301A WRITE SIMPLE DOCUMENTS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, draft and review a basic document before writing the final version.
Required Reading: Aspire Training. (2007). Developing Business Skills Level 3 course book. Melbourne: Aspire Training.
Assessment: Students are required to do assignments, classwork. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBWRT401A WRITE COMPLEX DOCUMENTS
Locations: Footscray Nicholson, Werribee, Industry, St Albans, 21937VIC Certificate IV in ESL (Employment/Professional) - on-line only.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.
Required Reading: Dwyer J. Business Communications Handbook Pearson 21937VIC Certificate IV in ESL (Employment/Professional), 21774VIC Certificate III in General Education for Adults: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: Assignments, Case studies, Projects and Research. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21937VIC Certificate IV in ESL (Employment/Professional) Student assessment is based on teacher evaluation of the following: verbal and/or written questioning and teacher observation used with checklists of learner performance; verbal presentations; multi-media presentations; student self assessment; ongoing teacher assessment; audio/video recordings to assess performance; observed role plays; other simulated workplace/community based tasks plus the completion of locally developed assessment tasks, completed in class, with teacher support and supervision. 22038VIC Advanced Diploma of Business (PR) Assessment methods

may include oral or written questioning, review of draft and final documents and demonstration of techniques. 22053VIC Advanced Diploma of Legal Practice - Graded.

BSBWRT501A WRITE PERSUASIVE COPY
Locations: Footscray Nicholson, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to interpret a creative brief and evaluate a range of creative options to write persuasive copy.
Required Reading: No required text.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. Screen and Media / Interactive Media Courses: Graded Assessment RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. CUF50207 Diploma of Interactive Digital Media Graded - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

BSZ401A PLAN ASSESSMENT
Prerequisites: Nil.
Description: Requirements for planning an Assessment in a specific context; requirements for determining evidence; selecting appropriate Assessment methods and developing an Assessment tool.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ402A CONDUCT ASSESSMENT
Prerequisites: Nil.
Description: Identify and cover the requirements for conducting an assessment in accordance with an assessment procedure in a specific context.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ403A REVIEW ASSESSMENT
Prerequisites: Nil.
Description: Requirements to review assessment procedures in a specific context.
Assessment: This unit may be assessed by tests, assignments, classwork.

BSZ404A TRAIN SMALL GROUPS
Prerequisites: Nil.
Description: Prepare for planning, delivering and reviewing training provided for the purpose of developing competency on a one-to-one or small group basis
Assessment: Assignments and presentation

CHCCD13C WORK WITHIN SPECIFIC COMMUNITIES
Prerequisites: Nil.
Description:

CHCMED404A FACILITATE THE MEDIATION PROCESS
Prerequisites: Nil.
Description: This unit identifies the skills and knowledge required by mediators to maintain the flow of the mediation process to achieve the optimum outcome for all parties.

CHCMED405A FACILITATE INTERACTION BETWEEN CLIENTS
Prerequisites: Nil.
Description: This unit identifies the skills and knowledge required for mediators to facilitate the agreed process of mediation.

CHCMED406A CONSOLIDATE AND CONCLUDE THE MEDIATION PROCESS

Prerequisites: Nil.

Description: This unit identifies the skills and knowledge required for the mediator to conclude the session and support the implementation of any agreement.

Required Reading:-

CHCMED409B FACILITATE ALTERNATIVE DISPUTE RESOLUTION PROCESSES

Prerequisites: Nil.

Description: This unit identifies the skills and knowledge required for mediators to facilitate the agreed alternative dispute resolution process.

Required Reading:-

CHCORG627B PROVIDE MENTORING SUPPORT TO COLLEAGUES

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to act as a mentor to other individuals in the industry or workplace.

Required Reading: No required text

Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills. - Assessment must ensure activities are conducted over a period of time in which the candidate provides mentoring support for a less experienced colleague.

CPPDSM4001A ACT AS A BUYER'S AGENT

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to act as a buyer's agent and represent buyers in the purchase of properties. It includes establishing buyer requirements, confirming buyer engagement of the agency, sourcing properties that meet buyer requirements, negotiating the purchase of property on behalf of the buyer, monitoring settlement of the sale and maintaining communication with sellers and buyers. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Act as a buyer's agent. Melb. Vetassess.

Assessment: Assignment and test.

CPPDSM4003A APPRAISE PROPERTY

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: Appraise property.

Required Reading: Vetassess (2009). Appraise property. Melb. Vetassess.

Assessment: Assignment and test.

CPPDSM4004A CONDUCT AUCTION

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY

WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to conduct an auction. It includes conducting the auction in line with agency practice, ethical standards and legislative requirements. The outcomes required to prepare for the auction and complete follow-up procedures after the auction sale are addressed in CPPDSM4019A Prepare for auction and complete sale. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Conduct auction. Melb. Vetassess.

Assessment: Assignment and test.

CPPDSM4005A ESTABLISH AND BUILD CLIENT AGENCY RELATIONSHIPS

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to establish, maintain and expand client–agency relationships to support the attainment of key agency business goals. It includes communicating effectively with clients, implementing the agency's approach to client service and client–agency relationship management strategies, implementing personal marketing strategies and building ongoing relationships with clients. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Establish and build client agency relationships. Melb. Vetassess.

Assessment: Assignment and test.

CPPDSM4006A ESTABLISH AND MANAGE AGENCY TRUST ACCOUNTS

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to establish and manage trust accounts in an agency context. It includes reviewing agency accounts for compliance with trust account requirements, establishing and managing trust accounts, maintaining records of trust transactions, and monitoring and reviewing trust accounts. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Establish and manage agency trust accounts. Melb: Vetassess.

Assessment: Assignment and test.

CPPDSM4007A IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORK

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property management. This includes awareness of the legislation dealing with the leasing and management of property, the role and responsibility of agency personnel in property management, the recording of property management transactions and the completion of property

management documentation. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess. (2009). Identify legal and ethical requirements of property management to complete agency work. Melb: Vetassess.

Assessment: Assignments and test.

CPPDSM4008A IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORK

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to meet the core legal and ethical requirements associated with property sales. This includes awareness of the legislation relating to property sales, the role and responsibility of agency personnel in property sales, the administration of sales transactions and the completion of sales documentation. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Identify legal and ethical requirements of property sales to complete agency work. Melb. Vetassess.

Assessment: Assignment and test.

CPPDSM4009A INTERPRET LEGISLATION TO COMPLETE AGENCY WORK

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to source and interpret legislation affecting real estate operations. It includes identifying and applying statutory interpretation techniques, identifying and tracking changes to relevant real estate legislation and industry codes of conduct and maintaining appropriate records. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Interpret legislation to complete agency work. Melb: Vetassess.

Assessment: Assignment and test.

CPPDSM4010A LEASE PROPERTY

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to administer the leasing of all types of property. It includes screening tenant enquiries, conducting inspections, obtaining and reviewing tenancy applications, completing tenancy agreements or lease documentation, placing tenants in property and recording tenancy arrangements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Lease property. Melb: Vetassess.

Assessment: Assignment and Test

CPPDSM4011A LIST PROPERTY FOR LEASE

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to list all types of property and businesses for lease. It includes implementing procedures for promoting agency's property management services, establishing client requirements, planning and delivering property listing presentations, finalising listings for the lease of property, and recording and acting on client instructions. This unit does not address listings for property sales or the actual marketing or lease of the property under an agency contract. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). List property for lease. Melb: Vetassess

Assessment: Assignment and Test.

CPPDSM4012A LIST PROPERTY FOR SALE

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: List property for sale.

Required Reading: Vetassess (2009). List property for sale. Melb: Vetassess.

Assessment: Assignment and test.

CPPDSM4013A MARKET PROPERTY FOR LEASE

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to market all types of property and businesses for lease. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Market property for lease. Melb: Vetassess.

Assessment: Assignment and test.

CPPDSM4014A MARKET PROPERTY FOR SALE

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to market all types of property and businesses for sale. It includes planning, developing a marketing plan, preparing marketing materials, implementing marketing activities, and reviewing and reporting on marketing plans and activities. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Market property for sale. Melb: Vetassess.
Assessment: Assignment and test

CPPDSM4015A MINIMISE AGENCY AND CONSUMER RISK

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to minimise risk to all aspects of agency business and to consumers. It includes identifying potential risks to the agency and its clients, analysing the causes and potential impact of risks, and implementing agency policies and procedures to minimise risks to the agency and consumers. The unit may form part of the licensing requirements for persons engaged in property development and management activities, including those working in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated
Required Reading: Vetassess (2009). Minimise agency and consumer risk. Melb: Vetassess.
Assessment: Assignment and test.

CPPDSM4016A MONITOR AND MANAGE LEASE OR TENANCY AGREEMENT

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to manage properties during the term of leases or tenancy agreements. It includes implementing the conditions of leases and tenancy agreements, responding to requests from tenants and landlords and managing the renewal and termination of leases and tenancy agreements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Required Reading: Vetassess (2009). Monitor and manage lease or tenancy agreement. Melb: Vetassess.
Assessment: Assignment and test.

CPPDSM4018A PREPARE AND PRESENT PROPERTY REPORTS

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to recognise and analyse property styles and faults in order to assist clients to understand the condition of property prior to listing, leasing or refurbishment. This includes identifying different architectural and construction styles and their impact on the market value of property, using common building construction terms to describe key features of properties, explaining the impact of common building defects on marketing properties for sale or rent, conducting property inspections, presenting reports on the physical condition of properties, identifying costs and potential benefits of property improvements, and acting on subsequent client instructions. This is not expected to replace technical and expert advice nor represent financial advice. The

unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Required Reading: Vetassess (2009). Prepare and present property reports. Melb: Vetassess.
Assessment: Assignment and test.

CPPDSM4019A PREPARE FOR AUCTION AND COMPLETE SALE

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to prepare for an auction and complete the sale of property. It includes implementing the auction marketing plan, preparing auction documentation, confirming the reserve price with the seller, planning and implementing auction day procedures, and completing follow-up procedures after auction sale. The outcomes required to conduct an auction are addressed in CPPDSM4004A Conduct auction. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Required Reading: Vetassess (2009). Prepare for auction and complete sale. Melb: Vetassess.
Assessment: Assignment and test.

CPPDSM4020A PRESENT AT TRIBUNALS

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to appear effectively before a tribunal. It includes preparing for tribunal hearings, using appropriate tribunal etiquette, acting as a witness, participating in conciliation hearings and presenting a case. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.
Required Reading: Vetassess (2009). Present at tribunals Melb: Vetassess
Assessment: Assignment and test

CPPDSM4022A SELL AND FINALISE THE SALE OF PROPERTY BY PRIVATE TREATY

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit of competency specifies the outcomes required to sell and finalise the sale of all types of property by private treaty. It includes qualifying buyers, arranging for potential buyers to inspect listed properties, delivering effective sales presentations, submitting offers and negotiating property sale with sellers and buyers and maintaining communications with sellers and prospective buyers. It also includes monitoring the process between exchange of contracts and settlement for all types of property and businesses and preparing documentation for agency disbursements. The unit does not include the sale of property by auction. The unit may form part of the licensing requirements for persons engaged in real estate

activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Sell and finalise the sale of property by private treaty. Melb: Vetassess.

Assessment: Assignment and test.

CPPDSM4032A ARRANGE VALUATION OF FACILITIES AND ASSETS

Locations: Industry.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to place a value on facilities and assets. It requires the ability to assess, record, report and analyse information on facilities and assets. The unit also requires knowledge of basic accounting procedures to determine the market value of facilities and assets.

Required Reading: No text required

Assessment: Work based Case studies, Projects, Group work, Research, RPL

CPPDSM4049A IMPLEMENT MAINTENANCE PLAN FOR MANAGED PROPERTIES

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to develop and implement a maintenance plan for all types of managed properties. It includes determining property maintenance requirements, establishing a property maintenance plan, establishing and maintaining a key register, monitoring the security of managed properties and implementing and reviewing the property maintenance plan. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Implement maintenance plan for managed properties. Melb: Vetassess.

Assessment: Assignment and test.

CPPDSM4056A MANAGE CONFLICT AND DISPUTES IN THE PROPERTY INDUSTRY

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY

Description: This unit of competency specifies the outcomes required to use communication techniques to manage and resolve conflict and disputes in the property industry. It requires the ability to assess conflict or dispute situations, accurately receive and relay information, adapt interpersonal styles and techniques to varying social and cultural environments, and evaluate responses. The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Manage conflict and disputes in the property industry. Melb: Vetassess.

Assessment: Assignment and test

CPPDSM4080A WORK IN THE REAL ESTATE INDUSTRY

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to enable a new entrant to the industry to gain a basic understanding of the industry and work ethically and effectively in a real estate agency. This includes awareness of ethical and conduct standards, core functions of real estate agency operations, legislative and regulatory framework within which the industry operates and industry employment requirements. The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Required Reading: Vetassess (2009). Work in the real estate industry. Melb: Vetassess.

Assessment: Assignment and test.

CUECOR03A PROVIDE QUALITY SERVICE TO CUSTOMERS

Prerequisites: Nil.

Description: This unit describes the interpersonal, communication and customer service skills required to create a positive impression and to establish rapport with the customer. It involves the skills and knowledge of understanding, clarifying and meeting customer needs and expectations.

Required Reading: Library Studies. (2008). Workbook in Provide Quality Service to Customers. Melbourne: Victoria University.

Assessment: Assignment, Workbook, Yes/No. Assignment, Case study with scenarios and problem solving, Yes/No. Report, Customer service and standards for a given type of service, Yes/No.

CUEFIN02B MANAGE A BUDGET

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to take responsibility for the management of a budget where others may have developed the budget.

Assessment: This unit may be assessed by assignments, tests, projects, classwork.

CUEOHS01B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES

Locations: Footscray Nicholson, City Flinders.

Prerequisites: Nil.

Description: Provide information on health and safety; co-ordinate participation in health and safety issues; implement and monitor procedures for controlling hazards and risks; implement and monitor health and safety training; maintain OH&S records.

Required Reading:-

Assessment: Librarya Studies: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CUFDIG402A DESIGN USER INTERFACES

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to design user interfaces for interactive media products. Prototype testing of interfaces with, for example, focus groups, is a key aspect of the role. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text

Assessment: Assessment will be skills and application based within the framework of projects and case studies.

CUFDIG403A CREATE USER INTERFACES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create a user interface for an interactive media product. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment will be skills and application based within the framework of projects and case studies.

CUFSAF01B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Prerequisites: Nil.
Description: Follow workplace procedures on health, safety and security.
Required Reading: Library Studies. (2008). Workbook on Follow Health, Safety and Security Procedures. Melbourne: Victoria University.
Assessment: Assignment, Workstation assessment, Yes/No. Report, Fire Plan Case study , Yes/No.

CUSRAD01A COLLECT AND ORGANISE INFORMATION
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: Collect relevant information; Assess the information; Organise the information; Communicate the information.
Required Reading: No required text
Assessment: This unit may be assessed by assignments, tests, classwork and observations.

CUVADM05A PLAN AND DEVELOP INFORMATION MANAGEMENT SYSTEMS
Prerequisites: Nil.
Description: Determine information management requirements; develop an information management plan; implement information management systems; review and update information management plan.
Required Reading:-
Assessment: This unit may be assessed by assignments, tests, classwork and presentations.

CUVCOR03A DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop, refine and communicate the concept for own work. The concept encompasses ideas, form and context for the work.
Required Reading:-
Assessment: This unit may be assessed by assignments, tests, classwork, projects.and presentations.

CUVCOR04A ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: The purpose of this unit is to provide the participants with the skills,

knowledge required to originate the concept and conduct critical discourse about the concept for work.
Required Reading: No required text
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSACC301A PROCESS FINANCIAL TRANSACTIONS AND EXTRACT INTERIM REPORTS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the functions involved in preparation and processing of routine financial documents, preparing journal entries, posting journals to ledgers, preparing, banking and reconciling financial receipts, and extracting a trial balance and interim reports.
Required Reading:no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC302A ADMINISTER SUBSIDIARY ACCOUNTS AND LEDGERS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to reconcile and monitor financial accounts receivable systems, identify bad and doubtful debts and plan a recovery action and remit payments to sundry creditors.
Required Reading:no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC303A PERFORM FINANCIAL CALCULATIONS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the use of a common range of calculation methods and techniques for conducting routine financial calculations and transactions.
Required Reading:no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC401A PROCESS BUSINESS TAX REQUIREMENTS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain taxation accounting records and process lodgements and returns in accordance with Australian Taxation Office (ATO) requirements, excluding income tax. Documentation for Business Activity Statements (BAS) must be authorised by a registered BAS agent.
Required Reading:no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC402A PREPARE OPERATIONAL BUDGET
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare and document operational budgets for a variety of organisations.

Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC403A MAKE DECISIONS IN A LEGAL CONTEXT

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to make decisions in a legal context. This unit has application to a variety of financial services sectors and is applicable to individuals working within enterprises and job roles subject to licensing, legislative, regulatory or certification requirements so the varying Commonwealth, State or Territory requirements should be confirmed with the relevant body.
Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC404A PREPARE FINANCIAL STATEMENTS FOR NON-REPORTING ENTITIES

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop a range of commonly required financial reports for entities that do not have a statutory duty to file financial reports with government agencies and regulators.
Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC405A MAINTAIN INVENTORY RECORDS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to comply with organisational inventory procedures, reconcile inventory records to general ledgers, record inventory flows, prepare schedules and produce ad hoc reports.
Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC406A SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to modify and operate an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions within the system, maintaining the system, producing reports and ensuring system integrity.
Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC501A PROVIDE FINANCIAL AND BUSINESS PERFORMANCE INFORMATION

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse and report on a broad range of financial and business performance information and encompasses assessing clients' needs, analysing data and preparing advice.
Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC502A PREPARE INCOME TAX RETURNS FOR INDIVIDUALS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare non-complex income tax returns for individuals in accordance with statutory requirements, and encompasses gathering and verifying data, calculating taxable income and reviewing compliance.
Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC503A MANAGE BUDGETS AND FORECASTS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare, document and manage budgets and forecasts, and encompasses forecasting estimates and monitoring budgeted outcomes.
Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC504A PREPARE FINANCIAL REPORTS FOR CORPORATE ENTITIES

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare financial reports for a reporting entity and encompasses compiling and analysing data and meeting statutory reporting requirements.
Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC506A IMPLEMENT AND MAINTAIN INTERNAL CONTROL PROCEDURES

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to review corporate governance requirements, implement operating procedures and monitor policy.
Required Reading: no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC507A PROVIDE MANAGEMENT ACCOUNTING INFORMATION

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to gather, record and analyse operating and cost data, prepare budget

reports and review costing systems integrity to calculate and record the costs of products and services.

Required Reading: no required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC601A PREPARE COMPLEX TAX RETURNS

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify taxation requirements for complex lodgements and returns, gather, analyse and process taxation related data to prepare taxation returns and lodgements, and review compliance.

Required Reading: no required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC603A IMPLEMENT TAX PLANS AND EVALUATE TAX COMPLIANCE

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assess taxation liabilities, optimise tax positions, establish processes and plans, evaluate tax policies and review tax compliance.

Required Reading: no required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC604A MONITOR CORPORATE GOVERNANCE ACTIVITIES

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to research corporate governance reporting trends, examine corporate governance standards and practices, and review compliance to develop and implement processes and procedures for meeting corporate governance obligations.

Required Reading: no required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC613A PREPARE AND ANALYSE MANAGEMENT ACCOUNTING INFORMATION

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to gather, record and analyse operating costs and data, prepare cost reports and budgets, and calculate the costs of products, services and other organisational activities.

Required Reading: no required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACC614A PREPARE COMPLEX CORPORATE FINANCIAL REPORTS

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to compile and analyse financial data, identify appropriate reporting requirements, and develop and prepare complex financial reports for reporting entities.

Required Reading: no required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSACCT404B MAKE DECISIONS WITHIN A LEGAL CONTEXT

Locations: Footscray Nicholson, Werribee, St Albans.

Prerequisites: Nil.

Description: This unit covers the competency to work and make appropriate decisions within a legal context.

Required Reading: Vickery & Pendleton 6th Edition Australian Business Law principles and Applications Pearson Education

Assessment: Quiz, test, assignment

FNSACCT405B PREPARE FINANCIAL STATEMENTS

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit covers the competency to identify skills and outcomes associated with the development of financial reports.

Required Reading: FNS40207 Certificate IV in Financial Services (Bookkeeping): No required text. Joping, Lucas & Norton 2nd edition Accounting for business-a non accountants guide McGraw Hill

Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSACCT407B SET UP AND OPERATE A COMPUTERISED ACCOUNTING SYSTEM

Locations: Footscray Nicholson, Werribee, St Albans.

Prerequisites: Nil.

Description: This unit covers the competency to establish and operate under supervision, a computerised accounting system.

Required Reading: Neish & Kahwati 11th Edition Computer Accounting Using MYOB Business Software McGraw-Hill

Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations.

FNSACCT505B ESTABLISH & MAINTAIN ACCOUNTING INFORMATION SYSTEMS

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit covers the competency to establish and maintain accounting information systems.

Required Reading: Trennery, Alan Accounting Systems Design Pearson Education

Assessment: Assignment, test and research report

FNSASIC301B ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit has been specifically designed to, when combined with FNSASIC302B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.

Required Reading: No text required.No Text Required
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL

FNSASIC301C ESTABLISH CLIENT RELATIONSHIP AND ANALYSE NEEDS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to satisfy the training requirements for authorisation by an Australian ASIC registered License (AFSL) holder to provide advice on deposit products, non-cash payment facilities and general insurance products at Tier 2 level.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSASIC302B DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit has been designed to, when combined with FNSASIC301B, satisfy the skills requirements of current Australian Securities and Investment Commission (ASIC) regulation (Financial Services Reform Act) at Tier 2 level. The unit will be changed in accordance with relevant changes to the legislation. It specifically relates to those staff advising on financial services products as identified by ASIC as being at Tier 2 level.
Required Reading: No required text
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSASIC302C DEVELOP, PRESENT AND NEGOTIATE CLIENT SOLUTIONS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to satisfy the training requirements for authorisation by an Australian ASIC registered License (AFSL) holder to provide advice on deposit products, non-cash payment facilities and general insurance products at Tier 2 level.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSBANK503B PROVIDE BUSINESS ADVISORY SERVICES WITHIN A FINANCIAL SERVICES CONTEXT

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit covers the skills and knowledge to provide advisory services to small businesses with the intent of stimulating community and business development. The provision of business advice includes the business planning, marketing and opportunity seeking processes required to identify and capitalise on business opportunities and develop financing proposals.
Required Reading: Birt, Ian 3rd Edition Writing your Plan for Small Business Success Pearson Education
Assessment: Case study, assignment and test

FNSBKG401A DEVELOP AND IMPLEMENT POLICIES AND PROCEDURES RELEVANT TO BOOKKEEPING ACTIVITIES

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and maintain policies and practices to ensure that a quality service is provided in relation to in-house or contracted bookkeeping activities.
Required Reading:no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSBKG402A ESTABLISH AND MAINTAIN A CASH ACCOUNTING SYSTEM

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish and manage organisational procedures in arranging for and administering receipts and payments to establish and maintain a manual and computerised bookkeeping system on a cash basis.
Required Reading:noo required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSBKG403A ESTABLISH AND MAINTAIN AN ACCRUAL ACCOUNTING SYSTEM

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish debtors and creditors, bad debt and contra entries, perform reconciliations, review compliance terms and conditions, plan a recovery action and prepare reports to set up and maintain a manual and computerised accrual accounting system.
Required Reading:no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSBKG404A CARRY OUT BUSINESS ACTIVITY AND INSTALMENT ACTIVITY STATEMENT TASKS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to process business taxation requirements related to Business Activity Statements (BAS) and Instalment Activity Statements (IAS), including the completion of Activity Statements.
Required Reading:no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSBKG405A ESTABLISH AND MAINTAIN A PAYROLL SYSTEM

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to record and prepare payroll documentation, deal with enquiries in regard to payroll, and process payroll from provided data in manual or computerised payroll systems.
Required Reading:no required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSBNK501A MANAGE BANKING AND SERVICE STRATEGY FOR SMALL BUSINESS CUSTOMERS

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage a team of customer service officers offering tailored services to small business customers and includes establishing and monitoring performance measures, high level problem solving, opportunity seeking and reporting.

Required Reading: No required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCOMP401B CONDUCT INDIVIDUAL WORK IN A COMPLIANCE FRAMEWORK

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit examines the issues involved in assisting in maintaining organisational and individual compliance while carrying out occupational duties.

Required Reading: Vickery & Pendleton 6th Edition Australian Business Law Principles & Applications Pearson Education

Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSCOMP402B FACILITATE COMPLIANCE WITH STATUTORY, LEGISLATIVE AND REGULATORY REQUIREMENTS VIA STAFF EDUCATION

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit examines meeting appropriate educational needs of staff and providing support systems required to facilitate compliance within the financial services industry.

Required Reading: Vickery & Pendleton 6th Edition Australian Business Law Principles & Applications Pearson Education

Assessment: Assessment will include Work base Case studies, Projects, Group work, Research, RPL.

FNSCOMP501B COMPLY WITH FINANCIAL SERVICES LEGISLATION,INDUSTRY AND PROFESSIONAL CODES OF PRACTICE

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the functions involved with ensuring compliance with financial laws, regulations, ethics and industry codes of practice on an organisational level.

Required Reading: No prescribed text

Assessment: Assignment, test and research report. For FNS50504 Diploma of Financial Services (Finance/Mortgage Broking Management) this unit is going to be competency based.

FNSCONV503B ESTABLISH, MANAGE AND ADMINISTER TRUST ACCOUNTS

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the function of establishing, managing and administering trust and/or controlled money accounts.

Required Reading: No required text

Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations. 22053VIC Advanced Diploma of Legal Practice - Graded

FNSCRD302A MONITOR AND CONTROL ACCOUNTS RECEIVABLE

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to determine the nature and extent of account deficits and to reach a decision on payment methods and appropriate monitoring and controlling of accounts.

Required Reading: No required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCRD401A ASSESS CREDIT APPLICATIONS

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assess and verify information provided in credit applications, establish credit terms and limits, and notify customers of credit application outcomes.

Required Reading: No required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCRD503A PROMOTE UNDERSTANDING OF THE ROLE AND EFFECTIVE USE OF CONSUMER CREDIT

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to explain the functions and implications of different forms of consumer credit as part of developing the financial skills of clients.

Required Reading: No required reading

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCRDT401B EVALUATE CREDIT APPLICATIONS

Locations: Footscray Nicholson, Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit deals with the verification and communication of information collected and the resultant establishing of credit terms and limits.

Required Reading: Weaver, P.M & Kingsley, C.D 4th Edition Banking & Lending Practice Law Book Company

Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSCRDT402B SETTLE APPLICATION AND ARRANGEMENTS FOR DEBT FINANCE

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit covers the steps involved in settling applications for debt finance and undertaking the final arrangements to secure and complete the lending transaction.

Required Reading: Weaver, PM & Kingsley, CD 4th Edition Banking and Lending Practice Law Book Company

Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSCRDT403B DETERMINE AND ESTABLISH APPROPRIATE SECURITIES TO MINIMISE RISK

Locations: Industry.
Prerequisites: Nil.
Description: This unit addresses the requirements for establishing security, including the types of security available; and selecting the appropriate security to protect against loss and/or exposure.
Required Reading: No text required
Assessment: Assessment will include work based Case studies, Projects, Group work, Research, RPL

FNSCRDT404B MANAGE AND RECOVER ERRANT DEBTS

Locations: Industry.
Prerequisites: Nil.
Description: This unit enables the identification of errant debts and reviews possible recovery actions in line with relevant credit policy, and the appropriate documentation required.
Required Reading: No text required
Assessment: Work based Case studies, Projects, Group work, Research, RPL

FNSCRDT501B ASSESS PERSONAL AND CORPORATE INSOLVENCY

Locations: Industry.
Prerequisites: Nil.
Description: This unit examines types of insolvency and actions to be undertaken in an insolvency situation
Required Reading: No text required
Assessment: Work based Case studies, Projects, Group work, Research, RPL

FNSCUS402A RESOLVE DISPUTES

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to investigate, negotiate and resolve disputes between financial services customers and organisations.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCUS501A DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to communicate and network with a wide range of people internal and external to the organisation to increase efficiency, build continuing relationships and improve sales.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCUS502A MONITOR CLIENT REQUIREMENTS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to collect and analyse client information and use it as the basis for determining the level of contact required and to monitor and maintain the quality of the service provided.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCUS503A REVIEW BUSINESS PERFORMANCE

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to set up a system to investigate, collect, organise, analyse and review service data in order to improve efficiency and quality of the business performance.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSCUS601A ESTABLISH, MANAGE AND MONITOR KEY RELATIONSHIPS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to define, identify, and provide a quality service, and manage the relationship with key clients of the organisation.
Required Reading: No text required.
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests.

FNSFLT501A ASSIST CUSTOMERS TO BUDGET AND MANAGE OWN FINANCES

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist customers develop basic budgeting skills as a means to managing day-to-day living expenses and working towards identified financial goals and priorities.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSFMKT501B ANALYSE FINANCIAL MARKETS AND INFORMATION

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This competency standard covers the skills and knowledge required to access, interpret and report on financial markets.
Required Reading: No text required
Assessment: Case study, assignment and test

FNSICCUS404B IMPLEMENT A SERVICE SUPPORT SYSTEM

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the functions involved in determining and implementing procedural and resource requirements, and systems for organisations providing products produced by other suppliers.
Required Reading: No text is required
Assessment: Work based Case studies, Projects, Group work, Research, RPL

FNSICCUS501B DEVELOP AND NURTURE RELATIONSHIPS WITH CLIENTS, OTHER PROFESSIONALS AND THIRD PARTY REFERRERS

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the function associated with developing, nurturing and maintaining professional relationships with clients, colleagues and other referrals in order to complete work tasks, further the reputation of the organisation and the profession, and improve long term relationships and sales.

Required Reading: No required text

Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations. 22053VIC Advanced Diploma of Legal Practice - Graded

FNSICGEN301B COMMUNICATE IN THE WORKPLACE

Locations: Footscray Nicholson, Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit covers the fundamental communication skills needed to work in any sector of the finance industry. It includes the skills needed for interacting with customers, internal and external, and for giving, receiving and recording information.

Required Reading: No required reading.

Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN302B USE TECHNOLOGY IN THE WORKPLACE

Locations: Footscray Nicholson, Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit covers using computers and associated devices and office technology to achieve outcomes required in the workplace.

Required Reading: No required text.

Assessment: Assessment will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN304B APPLY HEALTH AND SAFETY PRACTICES IN THE WORKPLACE

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

Prerequisites: Nil.

Description: This unit covers the competency to work safely in the financial services industry and follow sound occupational health practices at work

Required Reading: No text required

Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN305A MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites: Nil.

Description: This unit covers the preparation and processing of routine financial documents.

Required Reading: No required text.

Assessment: Students are required to do assignments, classwork, tests, demonstration and observation

FNSICGEN305B MAINTAIN DAILY FINANCIAL/BUSINESS RECORDS

Locations: Footscray Nicholson, Industry, St Albans, Secondary Schools on VETiS program.

Prerequisites: Nil.

Description: This unit covers the preparation and processing of routine financial documents.

Required Reading: No text required.

Assessment: Students are required to do assignments, classwork, tests, projects, case studies, presentations, demonstration and observation. VETiS: Graded Assessments required include assignments, classwork, presentation.

FNSICGEN402B PARTICIPATE IN NEGOTIATIONS

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit covers the skills and knowledge required to take part in negotiations either as an individual or as a member of a team. It includes effective negotiating techniques, planning and preparing for the negotiation and finalising the agreement.

Required Reading: The teacher will provide teaching and learning material as required.

Assessment: To achieve competency in this unit, a person must be able to demonstrate: the ability to plan, conduct and finalise negotiations that result in mutually acceptable agreements for negotiating parties. For FNS40107 Certificate IV in Financial Services assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN403B COLLECT ASSESS AND USE INFORMATION

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers the skills and knowledge involved in resolving disputes between customers and organisations in the financial services industry.

Required Reading: To text required

Assessment: Work based Case studies, Projects, Group work, Research, RPL

FNSICGEN404B RESOLVE DISPUTES

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers the skills and knowledge involved in resolving disputes between customers and organisations in the financial services industry.

Required Reading: Text is not required.

Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICGEN502B SOLVE WORKPLACE PROBLEMS

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit covers the skills and knowledge needed to solve workplace problems using a structured approach.

Required Reading:-

Assessment: This unit may be assessed by assignments, classwork, projects.

FNSICIND301B WORK IN THE FINANCIAL SERVICES INDUSTRY

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers the competency to apply industry and company procedures, guidelines, policies and standards to day to day work in a sector of the financial services industry.

Required Reading: Text is not required.

Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICIND401B APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the fundamental skills needed for employment and the application of industry and company procedures, guidelines, policies and standards in a daily work context within the financial services industry.
Required Reading: No Text Required
Assessment: Students may be required to do assignments, classwork, tests, projects, and/or presentations. For FNS40309 Certificate IV in Financial Services (Superannuation) assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICORG515A PROVIDE MENTORING AND COACHING WITHIN THE WORKPLACE

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the provision of mentoring and coaching within the workplace by managers or supervisors to assist in maximising the opportunity for the individual to achieve individual and organisational goals and ensure career progression within the financial services industry.
Required Reading: No required text.
Assessment: No required text.

FNSICORG517B PREPARE FINANCIAL FORECASTS AND PROJECTIONS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the functions involved in preparing financial forecasts and projections.
Required Reading: Text is not required.
Assessment: Students are assessed on the range of tasks, projects, and assessments.

FNSICORG519B ANALYSE AND COMMENT ON MANAGEMENT REPORTS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the functions involved in analysing and commenting on management reports, including recommendations for action.
Required Reading:-
Assessment: This unit may be assessed by assignments, tests, classwork, projects and presentations.

FNSICPRO401B DEVELOP AND MAINTAIN IN-DEPTH KNOWLEDGE OF PRODUCTS AND SERVICES USED BY YOUR ORGANISATION OR SECTOR

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the development of an in-depth knowledge of the financial products and services provided by your organisation, or those that your organisation uses, and where they may be applied to customers' needs.
Required Reading: No text required
Assessment: Work based Case studies, Projects, Group work, Research, RPL

FNSICPRO402B MATCH FINANCIAL PRODUCTS TO CUSTOMER NEEDS

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the processes used to match the financial products on offer to the customer's requirements. It is based on an in-depth knowledge of the financial products and comprehensive knowledge of customers' characteristics and their financial requirements.
Required Reading: No text is required.
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSICSAM401B SELL FINANCIAL PRODUCTS AND SERVICES

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit covers the skills and knowledge required to present a sales solution and close a sale in response to a customer enquiry.
Required Reading: Study Guide - Selling Financial Products & Services
Assessment: Presentation, assignment, test

FNSINC301A WORK EFFECTIVELY IN THE FINANCIAL SERVICES INDUSTRY

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to correctly interpret and apply industry and organisation procedures, guidelines, policies, ethical standards and sustainability requirements to day-to-day work in the financial services industry.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSINC401A APPLY PRINCIPLES OF PROFESSIONAL PRACTICE TO WORK IN THE FINANCIAL SERVICES INDUSTRY

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify industry professional approaches to procedures, guidelines, policies and standards, including ethical requirements and model and meet expectations of these in all aspects of work.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSINC402A DEVELOP AND MAINTAIN IN-DEPTH KNOWLEDGE OF PRODUCTS AND SERVICES USED BY AN ORGANISATION OR SECTOR

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain an in-depth knowledge of the financial products and services provided by an organisation, or those an organisation uses, and how they may be applied to customer needs.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSINC601A APPLY ECONOMIC PRINCIPLES TO WORK IN THE FINANCIAL SERVICES INDUSTRY

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to apply broad principles of financial economics that underpin a range of tasks and functions in the financial services industry. It includes understanding how financial instruments are priced in markets and techniques and processes government and organisations use to manage financial risk demonstrating broad knowledge of economic theories and related decision-making in a national and organisational economic context.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSINC602A INTERPRET AND USE FINANCIAL STATISTICS AND TOOLS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the application of techniques to access, interpret and analyse statistical data relevant to the financial services industry. It encompasses producing new statistical information and reports from existing data using a range of tools and processes.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSORG301A ADMINISTER FIXED ASSET REGISTER
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintenance a register of capital expenditure items.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSRISK501B UNDERTAKE RISK IDENTIFICATION
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit covers identifying the risks faced by an organisation, or a subsection of it, and assessing the adequacy of existing controls which mitigate the impact of those risks. It is applicable to managers, specialists, identified risk owners and personnel with risk management responsibilities.
Required Reading: Baker, W & Reid, H Identifying and Managing Risk Pearson Education
Assessment: Assessments will include Work based Case studies, Projects, Group work, Research, RPL.

FNSSAM401A SELL FINANCIAL PRODUCTS AND SERVICES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to present a sales solution and close a sale in response to a customer enquiry.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

FNSSAM402A IMPLEMENT A SALES PLAN
Locations: Footscray Nicholson.
Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and review a sales and promotional strategy for a financial services organisation.
Required Reading: No required reading
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; tests

ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Required Reading:–
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

LGACOM401A ADMINISTER CONTRACTS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the administration, monitoring and transition of contracts.
Required Reading: No required text
Assessment:RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

LGACOM402A ARRANGE CONTRACTS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers receiving and evaluating tenders, preparing recommendations and notifying tenderers of the outcome
Required Reading: No required text
Assessment:RPL: Participants would provide evidence of their skills, knowledge and experience.

LGACOM403B CONDUCT PUBLIC EDUCATIONAL PRESENTATIONS
Prerequisites: Nil.
Description: This unit covers contribution to the development, presentation and evaluation of educational and information sessions for the public. The unit is appropriate for staff members who conduct presentations to the public as part of their council duties. It is particularly suitable for those who do not hold formal training or educational qualifications.
Required Reading:-
Assessment: As per accredited curriculum

LGACOM404B ESTABLISH COOPERATIVE ARRANGEMENTS WITH OTHER ORGANISATIONS
Locations: Industry.
Prerequisites: Nil.
Description: The unit covers identifying, developing, implementing and monitoring cooperative arrangements with other organisations in an effort to improve services provided to the community. The unit is appropriate for staff working in areas of council where community and business development are a major focus.
Required Reading:-

LGACOM405B IMPLEMENT AND MONITOR THE ORGANISATION'S OHS POLICIES, PROCEDURES AND PROGRAMS WITHIN THE WORK GROUP OR

SECTION
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers implementing and monitoring general occupational health and safety (OHS) policies, procedures and programs in all functional areas of local government. It is appropriate for staff members at the supervisory or team leader level for whom implementation of OHS is a large requirement of their role.
Required Reading: -

LGACOM406A INVESTIGATE ALLEGED BREACHES OF LEGISLATION AND PREPARE DOCUMENTATION
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the administration of relevant legislation to ensure compliance.
Required Reading: No required text

LGACOM407B MANAGE FINANCES WITHIN A BUDGET
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers allocating funds, managing cash flows and preparing financial reports. It is appropriate for council staff with authority and responsibility for the management of budgeted funds.
Required Reading: -

LGACOM409A PREPARE TENDER DOCUMENTATION
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the scoping of contract services, the preparation of tender documentation and the calling for tenders.
Required Reading: No required text
Assessment: RPL: Participants would provide evidence of knowledge, skills and experience.

LGACOM410A PREPARE RESPONSE TO TENDERS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers responding to tenders by preparing a tender bid or submission.
Required Reading: No required text.

LGACOM501B DEVELOP AND ORGANISE PUBLIC EDUCATION PROGRAMS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers providing education and information to the public on issues of public importance. The high public profile of council and the unique role councils can play in educating the public on matters of interest and concern are recognised. The unit is appropriate for those responsible for developing public education programs.
Required Reading: -

LGACOM502B DEVISE AND CONDUCT COMMUNITY CONSULTATIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers devising and conducting community consultations and reporting on results. The vital and unique responsibility councils have to engage and consult with communities in order to respond to the needs of the community in a timely and effective manner is recognised.
Required Reading: -

LGACOM503B PREPARE A BUDGET
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the development and finalisation of a budget. The unit is appropriate for council staff responsible for the preparation of budgets in their capacity as supervisors, departmental managers or project managers.
Required Reading: -

LGACOM602B COORDINATE AND FACILITATE A CHANGE PROCESS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers planning for and initiating organisational change in conjunction with all operational units. It incorporates the need for the thorough planning of the change process including fully scoping the need for change, consultation with stakeholders and the evaluation of actual outcomes against those that had been planned.
Required Reading: -

LGACOM603B DEVELOP, IMPLEMENT AND REVIEW POLICIES AND PROCEDURES
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers establishing the need for, consulting on, developing, implementing and reviewing policies and procedures for council.
Required Reading: -

LGACOMP007A PARTICIPATE IN POLICY DEVELOPMENT
Prerequisites: Nil.
Description: -
Required Reading: -

LGACOMP008A APPLY CONFLICT RESOLUTION STRATEGIES
Prerequisites: Nil.
Description: -
Required Reading: -

LGACOMP024A DEVELOP COMMUNITY RELATIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers developing relationships with the community and liaising effectively with individuals and the community. The unit covers areas such as community networking, developing strategies, promoting the council and organization to the community and developing ongoing relationships. The unit is appropriate to employees in all areas of the organisation who need to develop and maintain community relationships.
Required Reading: -

LGACOMP025A MANAGE A LOCAL GOVERNMENT PROJECT
Locations: Industry.
Prerequisites: Nil.

Description: This unit covers managing a project and includes project planning, resourcing, implementation and evaluation. The unit is suitable for those working in local government who undertake projects and other local government initiatives within the community and the wider business context.
Required Reading:-

LGACOMP026A PROVIDE TEAM LEADERSHIP
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers providing leadership to a team within the organisation. The unit includes planning work for the team, monitoring team performance, facilitating change and providing reports. The unit is suitable for team leaders across the organisation.
Required Reading:-

LGACORE104B WORK EFFECTIVELY IN LOCAL GOVERNMENT
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.
Required Reading:-
Assessment: As per accredited curriculum

LGACORE105B WORK WITH OTHERS IN LOCAL GOVERNMENT
Prerequisites: Nil.
Description: This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised.
Required Reading:-
Assessment: As per accredited curriculum

LGACORE501B PROVIDE QUALITY AND TIMELY ADVICE TO COUNCIL
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers monitoring and assessing legislative and other factors impacting on council. It recognises that councils operate within a legislative framework and that, as the third tier of government, there is a strong need for council to be provided with quality and timely information in order to best serve the community and its constituents.
Required Reading:-

LGACORE601B DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers developing, implementing and reviewing organisational or divisional operational plans. Operational planning encompasses the development of key strategies to meet the strategic goals of council, determining resources required to implement strategies and programs, communicating the operational plans to relevant staff and coordinating and monitoring progress towards the achievement of operational plans. The unit is appropriate for senior management and those directly involved in operational planning processes within council.
Required Reading:-

LGACORE602B PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers developing, maintaining and reviewing organisational structure, employment relations and communication strategies and promoting a fair and equitable workplace. The importance of effective employee relations and communication strategies in facilitating organisational performance is recognised. It is acknowledged that organisational cultures that encourage, support and reward staff achievements provide the right environment for staff to achieve competence and therefore enhance organisational performance. The unit is appropriate for senior management.
Required Reading:-

LGACORE603B REPRESENT COUNCIL'S ROLE AND VALUE IN THE COMMUNITY
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers relationship building and communication with stakeholders in an effort to promote the value of council to the community. The need for staff to represent the value of council to the community and stakeholders through relationships that are mutually beneficial to all parties is recognised.
Required Reading:-

LGAEHRW507A PLAN AND COORDINATE A WASTE COLLECTION OR RECYCLING SERVICE
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the identification of needs, markets and service options and the implementation, evaluation and review of waste collection or recycling services.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

LGAGENE302A CONTRIBUTE TO EFFECTIVE DECISION MAKING
Locations: Industry.
Prerequisites: Nil.
Description: This unit examines the decision-making processes and capabilities required by those in positions of authority within council. It recognises the impact of personal and community influences upon councillors when making clear and strong decisions
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

LGAGOVA303B CO-ORDINATE PRODUCTION OF COMMUNICATION MATERIALS
Prerequisites: Nil.
Description:-
Required Reading:-

LGAGOVA410B MONITOR COUNCIL PROCEDURES TO ENSURE COMPLIANCE WITH RELEVANT LEGISLATION
Locations: Industry.

Prerequisites: Nil.
Description: This unit covers the monitoring of council compliance procedures to ensure that they are in line with legislative requirements and based on up-to-date information. The need for staff to be informed of council procedures and be kept up to date at all times with changes to legislation that impact on their roles is recognised. This unit is appropriate for staff at the supervisor or team leader level.
Required Reading:-

LGALAND405A IMPLEMENT STRATEGIES TO MINIMISE ENVIRONMENTAL POLLUTION
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers implementing strategies aimed at reducing environmental pollution or harm. The unit looks at the development, implementation and evaluation of a program that reduces pollution.
Required Reading: No required text.

LGAPLEM404A PREPARE AND PRESENT GEOGRAPHIC INFORMATION SYSTEMS DATA
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers designing, generating and producing information to meet user requirements
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

LGAPLEM408A PROCESS BUILDING PERMITS
Locations: Industry.
Prerequisites: Nil.
Description: This unit specifies the skills and knowledge required to register building applications, check for sufficiency and accuracy of information, and issue building permits as appropriate under the auspices of relevant authorities within council. Licensing, legislative, regulatory or certification requirements may apply to this unit. Requirements vary in different States and Territories.
Required Reading: No required text

MEM11015B MANAGE WAREHOUSE INVENTORY SYSTEM
Prerequisites: Nil.
Description: This unit covers monitoring warehouse record keeping processes, supervising the production of inventory system reports and analysing inventory reports.
Required Reading:-
Assessment: Assignments, classwork, tests, projects, case studies and/or presentation.

PSPCOM503A BUILD AND MAINTAIN COMMUNITY RELATIONSHIPS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers building, rebuilding and maintaining trusting relationships with individuals and communities by public sector officers. It includes setting the parameters for relationships or partnerships, providing information relating to community engagement, and building community engagement and community problem solving capacity. In practice, building and maintaining community relationships overlaps with other generalist or specialist work activities such as acting ethically, providing leadership, developing client services, developing policy, undertaking research, facilitating change, etc.
Required Reading: No required reading.
Assessment:1. Work Based Project Project brief will be identified and participants are to incorporate the learning outcomes into the work based project. Final assessment will include a presentation to a panel of facilitators and Committee for Wyndham representatives. 2. Written Assessment Task Ongoing written assessment task will be conducted by participants throughout the delivery.

PSPCRT301A AUDIO RECORD COURT PROCEEDINGS
Prerequisites: Nil.
Description: This unit covers the audio recording and monitoring of information in courts. It includes preparing for content of the matter to be heard, preparing for audio/visual recording, and recording the proceedings. In practice, audio recordings of court proceedings may overlap with other generalist or specialist public sector work activities, such as working effectively, using resources, acting ethically, complying with legislation, working with diversity and organising information.
Required Reading:-

PSPCRT401B CARRY OUT COURT ORDERLY FUNCTIONS
Prerequisites: Nil.
Description: This unit covers the ability to perform court orderly functions in a range of courts and jurisdictions. It includes preparing the courtroom, following court procedures and protocols, managing court appearances, and taking action in accordance with court outcomes. In practice, carrying out court orderly functions may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, exercising regulatory powers, and applying government processes.
Required Reading:-

PSPCRT402B MANAGE WITNESSES
Prerequisites: Nil.
Description: This unit covers the ability to manage witnesses attending court to give evidence face-to-face or via closed-circuit television. It includes facilitating witness court appearances and maintaining the integrity of court proceedings in a remote witness room. In practice, managing witnesses may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, delivering client services and applying government processes.
Required Reading:-

PSPCRT403B HANDLE EXHIBITS AND DOCUMENTS TENDERED
Prerequisites: Nil.
Description: This unit covers the ability to deal with court exhibits and documents tendered to the court. It includes the handling and security of exhibits and documents, and completing the necessary court documentation. In practice, handling exhibits and tendered documents may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation and applying government processes.
Required Reading:-

PSPCRT407A UNDERTAKE COURT LISTINGS
Prerequisites: Nil.
Description: This unit covers the ability to undertake court listings in a range of matters for courts. It includes preparing court files, maintaining listing systems,

assisting in the allocation of courtrooms and judicial officers, preparing court lists and advising on listings. In practice, undertaking court listings may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, applying government processes, using resources, providing client services and gathering information.
Required Reading:-

PSPCRT408A PROVIDE COURT REGISTRY AND INFORMATION SERVICES
Prerequisites: Nil.
Description: This unit covers the ability to provide an effective registry and information service to court clients according to the court's business plan. It includes advising on court practice and procedures, processing incoming registry work, and handling documents (and exhibits) lodged. In practice, provision of a court registry and information service may overlap with other generalist or specialist public sector work activities, such as acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.
Required Reading:-

PSPCRT409A ADMINISTER COURT FINES AND DEBT MANAGEMENT
Prerequisites: Nil.
Description: This unit covers the ability to administer court fines and arrangements, manage debtors and negotiate payments. It includes undertaking case management of judgement debtors and managing a case load. In practice, administering court fines and debt management may overlap with other generalist or specialist public sector work activities, such as acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.
Required Reading:-

PSPCRT410A PROVIDE COURT SUPPORT TO INDIGENOUS CLIENTS
Prerequisites: Nil.
Description: This unit covers the ability to negotiate and assist Indigenous Australians in their dealings with the court. It includes providing advice and support to the court and the Aboriginal community, and assisting Aboriginal people in court. In practice, provision of court support to Indigenous clients may overlap with other generalist or specialist public sector work activities, such as acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.
Required Reading:-

PSPCRT411A AUDIO RECORD COMPLEX COURT PROCEEDINGS
Prerequisites: Nil.
Description: This unit covers the ability to produce recordings and monitor information in courts and transcribe proceedings, including more complex, difficult or unusual proceedings. The unit includes preparing for complex hearings, preparing for audio/visual recording, recording complex proceedings and producing a court transcript. The transcript is produced with a minimum typing speed and accuracy set by the jurisdiction (up to 120 words per minute is common depending on classification level, with 99% accuracy).In practice, audio recording of complex court proceedings may overlap with other generalist or specialist public sector work activities, such as acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.
Required Reading:-

PSPCRT412A RECORD COURT PROCEEDINGS
Prerequisites: Nil.

Description: This unit covers the ability to report verbatim and transcribe court proceedings of a straightforward nature using high-speed shorthand or machine shorthand with speed and accuracy set at jurisdictional level (130-160 words per minute depending on work level, with 99% accuracy). The unit includes preparing for hearings, setting up court arrangements, recording proceedings in shorthand and producing transcripts. In practice, recording court proceedings may overlap with other generalist or specialist public sector work activities, such as acting ethically, working with diversity, complying with legislation, applying government processes, and gathering and analysing information.
Required Reading:-

PSPCRT501B PERFORM COURT DUTIES
Prerequisites: Nil.
Description: This unit covers the ability to perform duties in a range of courts or jurisdictions. It includes confirming the requirements of the court, performing court duties, and completing court documentation. In practice, performing court duties may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, working safely, working with diversity and managing jurors.
Required Reading:-

PSPCRT502B MANAGE JURORS
Prerequisites: Nil.
Description: This unit covers the ability to manage jurors before, during and after they are selected for jury duty to ensure the integrity of the jury process. It includes supporting the jury selection process, ensuring the welfare and security of jurors during trials, and completing post-trial duties. In practice, managing jurors may overlap with other generalist or specialist public sector work activities, such as acting ethically, complying with legislation, working safely, working with diversity and performing court duties.
Required Reading:-

PSPCRT505A UNDERTAKE SENIOR COURT LISTING ACTIVITIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers undertaking senior listing activities in a range of criminal, trial, civil and duty matters for courts that may be federal, family, supreme, district, magistrates, etc. It includes overseeing listing functions and diary system. In practice, undertaking senior court listing activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, using resources, providing client services, undertaking research and analysis, etc.
Required Reading: No reading required.

PSPCRT506A PERFORM QUASI-JUDICIAL FUNCTIONS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers performance of quasi-judicial functions as prescribed by legislation and Rules of Court. It includes advising on rules and legislation, settling court orders and presiding in prescribed matters. In practice, performance of quasi-judicial functions may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working with diversity, advising on policy, etc.
Required Reading: No required reading.

PSPCRT601A MANAGE COURT PRACTICE AND PROCESS
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the implementation of legislative change as it applies to courts, in conjunction with judicial officers. It includes providing advice, modifying systems and procedures, fostering commitment to changed systems and procedures, and implementing and monitoring new/improved systems and procedures. In practice, managing court practice and process may overlap with other generalist or specialist public sector work activities such as managing client service delivery, managing policy implementation, applying government systems, networking, managing change etc.
Required Reading: No required reading.

PSPETHC301B UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE
Prerequisites: Nil.
Description: This unit of competency describes the outcomes required to demonstrate ethical conduct required of those in public service. It includes applying ethical standards and dealing with ethical problems.
Required Reading:-

PSPETHC401A UPHOLD AND SUPPORT THE VALUES AND PRINCIPLES OF PUBLIC SERVICE
Prerequisites: Nil.
Description: This unit covers the ethical conduct required of those in public service and the responsibility to encourage ethical conduct in others - colleagues or supervised staff. It includes contributing to an ethical public sector workplace and participating in ethical decision making. In practice, ethical conduct is demonstrated in the context of other generalist or specialist work activities such as applying government processes, delivering and monitoring services to clients, using resources, conducting interviews, giving evidence, awarding contracts etc.
Required Reading:-

PSPETHC501B PROMOTE THE VALUES AND ETHOS OF PUBLIC SERVICES
Locations: Footscray Nicholson, Industry, Off-shore, Samoa.
Prerequisites: Nil.
Description: Promote ethical standards; Assist staff to avoid conflicts of interest; Model and foster integrity of conduct.
Required Reading: Murray, Janet. (2009). Promote the Values and Ethos of Public Services Melbourne: Vic Uni
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV301B WORK EFFECTIVELY IN THE ORGANISATION
Prerequisites: Nil.
Description: This unit covers the requirements for working effectively in a public sector organisation with a focus on self-management. It includes evaluating and developing your own expertise, identifying career options, working within the organisational structure and culture, and managing your own work. It does not cover working with others.   In practice, working effectively occurs in the context of other generalist and specialist public sector work activities, such as acting ethically, using resources, organising information, maintaining workplace safety, complying with legislation etc.
Required Reading:-

PSPGOV302B CONTRIBUTE TO WORKGROUP ACTIVITIES
Prerequisites: Nil.
Description: This unit covers contributing as a workgroup member and assisting with support, learning and development for others in achieving workgroup goals. It includes the establishing workgroup parameters, participating in the workgroup, assisting in learning and development and assisting workgroup members. The competency to manage and complete your own work to the required standard is not covered. In practice, contributing to workgroup activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, assisting with scientific technical support, undertaking basic procurement, working safely, etc.
Required Reading:-

PSPGOV303B BUILD AND MAINTAIN INTERNAL NETWORKS
Prerequisites: Nil.
Description: This unit covers building, expanding and utilising internal networks. It includes identifying key internal stakeholders, identifying or establishing network links with key internal stakeholders and participating in internal networks. In practice, building and maintaining internal networks may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, etc.
Required Reading:-

PSPGOV305B ACCESS AND USE RESOURCES AND FINANCIAL SYSTEMS
Prerequisites: Nil.
Description: This unit covers the use of required resources and systems to achieve work objectives. It includes accessing and using resources, administering resource usage, operating financial systems relevant to job role and identifying and dealing with discrepancies. In practice, accessing and using resources and financial systems may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, organising information, working with diversity, etc.
Required Reading:-

PSPGOV306B IMPLEMENT CHANGE
Prerequisites: Nil.
Description: This unit covers implementation of change and participation in refinement of work procedures. It includes preparing for, implementing and monitoring change and working with ambiguity in the face of change. In practice, implementing change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, contributing to the workgroup, organising information, using resources, etc.
Required Reading:-

PSPGOV307B ORGANISE WORKPLACE INFORMATION
Prerequisites: Nil.
Description: This unit covers organisation of information in the workplace. It includes collecting and assessing information, organising and providing information. In practice, organising workplace information may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, using resources, assisting with scientific technical support, undertaking basic procurement, calculating duty and other taxes, undertaking routine inspections and monitoring, searching land, investigating tenure and land use history, processing claims, etc.
Required Reading:-

PSPGOV308B WORK EFFECTIVELY WITH DIVERSITY
Prerequisites: Nil.

Description: This unit covers the competency for individuals without supervisory responsibilities to work effectively with diversity. It includes recognising and valuing individual differences and working effectively with diverse clients and colleagues. In practice, working with diversity is demonstrated in the context of other generalist or specialist work activities such as working effectively in the organisation, upholding the values of public service, contributing to the workgroup, delivering client services, procuring goods or services, etc.
Required Reading:-

PSPGOV309A ADDRESS CLIENT NEEDS
Prerequisites: Nil.
Description: This unit covers client service where a relationship is established with the client to address their needs. Staff may need to explore with clients what outcomes are possible and would best promote satisfaction. It may also require staff to be familiar with a product/service that is capable of customisation. The nature of the service/product delivery may need to be explored with the client. The unit includes assisting clients to articulate needs, satisfying client needs and exercising judgment to resolve client service issues. In practice, addressing client needs may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, undertaking basic procurement, calculating duty and other taxes, processing claims, etc.
Required Reading:-

PSPGOV310A WORK IN AND WITH SMALL, REGIONAL AND REMOTE ORGANISATIONS
Locations: St Albans.
Prerequisites: Nil.
Description: This unit covers the requirements for working in and with small, regional or remote organisations. It includes establishing organisational parameters, operating effectively, observing protocols and dealing with difficult situations. In practice, working in or with small, regional or remote organisations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, contributing to a workgroup, working safely, etc.
Required Reading: Certificate I-III in Mumgu-dhal tyama-tiyt Teacher will provide teaching and learning materials where required.-
Assessment: Certificate I-III in Mumgu-dhal tyama-tiyt Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

PSPGOV311A WORK WITH A COACH OR MENTOR
Prerequisites: Nil.
Description: This unit covers coaching/mentoring from the point of view of the person being coached/mentored. It includes arranging for coaching/mentoring, working with a coach/mentor and maximising coaching/mentoring results. In practice, working effectively with a coach or mentor may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively in the organisation, working with diversity, giving and receiving feedback, etc.
Required Reading:-

PSPGOV314A CONTRIBUTE TO CONFLICT MANAGEMENT
Prerequisites: Nil.
Description: This unit covers the requirement to contribute to conflict management in the workplace between self and others, such as staff or clients. It includes recognising the presence of conflict, dealing with emotions, overcoming barriers to communication, gathering the facts, agreeing on and implementing action. It does not include managing conflict between two other parties, formal negotiation, counselling or conducting mediation. In practice, contributing to conflict management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, using workplace communication strategies, etc.
Required Reading:-

PSPGOV315A GIVE AND RECEIVE WORKPLACE FEEDBACK
Prerequisites: Nil.
Description: This unit covers feedback in the workplace, both giving and receiving. It includes seeking and acting on workplace feedback, and providing informal as well as formal feedback in the workplace. In practice, giving and receiving feedback may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working effectively, working with diversity, contributing to the workgroup, building networks, etc.
Required Reading:-

PSPGOV402B DELIVER AND MONITOR SERVICE TO CLIENTS
Prerequisites: Nil.
Description: This unit covers delivery and monitoring of service to clients that requires understanding of the needs of existing and new clients which influence service requirements. It includes identifying and defining client needs, delivering client services, monitoring and improving client service delivery and reviewing client service. In practice, client service delivery may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.
Required Reading:-

PSPGOV403B USE RESOURCES TO ACHIEVE WORK UNIT GOALS
Prerequisites: Nil.
Description: This unit covers organisation of available resources at a senior operative rather than managerial level to facilitate achievement of work unit objectives. It includes acquiring and applying available resources, monitoring and reporting on resource usage and maintaining resources.

PSPGOV404B DEVELOP AND IMPLEMENT WORK UNIT PLANS
Prerequisites: Nil.
Description: This unit covers development and implementation of work unit plans at both the work unit and individual level to achieve results through planning. It includes participating in the planning activities of the work unit, preparing individual work plans, and implementing and evaluating work plans. In practice, development and implementation of work plans may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.
Required Reading:-

PSPGOV405B PROVIDE INPUT TO CHANGE PROCESSES
Prerequisites: Nil.
Description: This unit covers understanding the reasons for change and initiating specific changes related to the work unit. It includes suggesting options and opportunities for change, encouraging commitment to workplace change, monitoring

and evaluating change and dealing with ambiguity in the change process.
Required Reading:-

PSPGOV406B GATHER AND ANALYSE INFORMATION
Prerequisites: Nil.

Description: This unit covers collection and analysis of information to achieve work unit objectives and meet client needs. It includes identifying and collecting information, analysing and interpreting information, developing and applying workable solutions, presenting information and maintaining information. In practice, gathering and analysing information may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, using resources, gathering evidence, carrying out projects, using financial processes, identifying and treating risks, monitoring for fraud, undertaking, court listings, conducting claim assessments, etc.

PSPGOV407B PROVIDE A QUOTATION
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.

Description: This unit covers the conduct of a cost-benefit analysis and the preparation of written or oral quotations to provide goods or services to others. It includes clarifying requirements, establishing costs and availability of resources, preparing estimates, preparing and submitting quotations and taking follow-up action.
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations.

PSPGOV408A VALUE DIVERSITY
Prerequisites: Nil.

Description: This unit covers promotion of the value of workplace diversity and the contribution it makes to effective work practices, the generation of new ideas, and the organisation's responsiveness to the community. It includes promoting the benefits of workplace diversity and contributing to diversity outcomes. In practice, diversity is promoted in the context of other generalist or specialist work activities such as upholding and supporting public service values, providing input to change, contributing to policy development and implementation, delivering client services, managing contracts, etc.
Required Reading:-

PSPGOV409A PROVIDE SUPPORT TO PARLIAMENT
Prerequisites: Nil.

Description: This unit covers the provision of procedural and administrative support and advice to the Parliament, its committees and services. It includes exercising Parliamentary protocols, providing secretariat services, researching and presenting information and advice, assisting in the preparation of proposed legislation, providing community liaison and Parliamentary relations services, and presenting seminars.   In practice, providing support to Parliament may overlap with other generalist or specialist public sector work activities such as acting ethically applying government processes, gathering and analysing information, using advanced workplace communication strategies, etc.

PSPGOV410A UNDERTAKE CAREER PLANNING
Prerequisites: Nil.

Description: This unit covers planning related to one's own career. It includes self-assessment of skills and abilities, investigation of possible career opportunities, developing and implementing a career plan and monitoring progress against the

plan. In practice, career planning may overlap with a range of other generalist or specialist work activities, such as gathering and analysing information, developing work plans, composing documents etc.

PSPGOV411A DEAL WITH CONFLICT
Prerequisites: Nil.

Description: This unit covers the requirements for handling difficult interpersonal situations and addressing the conflicts that may arise in day-to-day work activities. It includes identifying the cause of conflict, establishing and implementing strategies for dealing with conflict and evaluating the response and outcomes. It does not include formal negotiation, counselling or mediation. In practice, dealing with conflict may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using advanced communication strategies, etc.
Required Reading:-

PSPGOV412A USE ADVANCED WORKPLACE COMMUNICATION STRATEGIES
Prerequisites: Nil.

Description: This unit covers the use of advanced communication strategies for interacting with internal and external clients. It includes dealing with complex enquiries and complaints, giving directions, managing meetings and making workplace and public presentations. Though the prime focus of the unit is on speaking, listening and reading non-verbal cues, if reading, writing and visual literacy are intrinsic to the workplace communication, these are included.   In practice, using advanced complex workplace communication strategies may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.
Required Reading:-

PSPGOV413A COMPOSE COMPLEX WORKPLACE DOCUMENTS
Prerequisites: Nil.

Description: This unit covers written communication involving the evaluation and composition of complex workplace documents. It includes interpreting and evaluating workplace information, composing complex written materials and editing. In practice, composing complex workplace documents may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

PSPGOV414A PROVIDE WORKPLACE MENTORING
Prerequisites: Nil.

Description: This unit covers the establishment and development of a professional mentoring relationship. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating the mentoring relationship, monitoring the mentoring relationship, terminating the mentoring arrangement, and evaluating the effectiveness of mentoring.

PSPGOV415A PROVIDE WORKPLACE COACHING
Prerequisites: Nil.

Description: This unit covers the provision of on-the-job coaching to colleagues. This unit has no parity with National Workplace Trainer standards, but reflects the situation in many workplaces where formal and informal on-the-job coaching is extremely common. It includes preparation for coaching, and provision of and follow-up of coaching.

PSPGOV416A MONITOR PERFORMANCE AND PROVIDE FEEDBACK

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the skills required for an individual to monitor the work performance of another person and provide feedback. It includes planning for performance monitoring and feedback, monitoring performance, providing and documenting feedback, determining action, and reviewing performance monitoring and feedback.
Required Reading: No required reading.

PSPGOV417A IDENTIFY AND TREAT RISKS

Prerequisites: Nil.
Description: This unit covers the identification and treatment of risk using the organisation's risk management procedures and treatments. It applies to the risks inherent in all aspects of everyday work in the public sector as well as to specific functional activities and projects related to the particular mandate of the organisation. The unit covers establishment of the risk context, identification, analysis and evaluation of risks, risks treatment, and monitoring and review of risk treatment plan.

PSPGOV418A DEVELOP INTERNAL AND EXTERNAL NETWORKS

Prerequisites: Nil.
Description: This unit covers the development and maintenance of effective workplace relationships and networks. It includes developing and maintaining networks, establishing and maintaining working relationships, and representing and promoting the organisation.
Required Reading:-

PSPGOV419A WORK WITH INTERPRETORS

Prerequisites: Nil.
Description: This unit covers the requirements for working with interpreters in an official capacity. It includes identifying interpreting needs, making preparations for using interpreting services, conducting a meeting/interview using interpreting services and monitoring the safety and well-being of interpreters.
Required Reading:-

PSPGOV420A USE TRANSLATION SERVICES

Prerequisites: Nil.
Description: This unit covers the use of translation services for routine correspondence, reports, standard text material and other non-specialised materials. It includes preparing information for translation, engaging a translation service and completing translation arrangements.

PSPGOV421A EXERCISE DELEGATIONS

Prerequisites: Nil.
Description: This unit covers the exercise of delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines, and exercising delegations.

PSPGOV422A APPLY GOVERNMENT PROCESSES

Prerequisites: Nil.
Description: This unit covers the application of a knowledge of government processes. It includes applying information relating to Machinery of Government, and applying knowledge of organisational functions and protocols Legislation/regulations applying across the public sector, such as equal employment opportunity, equity and diversity etc, are not addressed here, as these are covered in PSPLEGN401A Encourage compliance with legislation in the public sector. In practice, knowledge of government processes is applied in the context of other generalist and specialist work activities such as delivering and monitoring services to clients, using resources, conducting interviews, giving evidence, awarding contracts etc.
Required Reading:-

PSPGOV502B DEVELOP CLIENT SERVICES

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers identification of service requirements to meet client needs. It includes analysis of client needs, review of client service, and promotion, development and enhancement of client service. In practice, developing client services may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working with diversity, building community relationships, providing interpreting services.
Required Reading: No required text.
Assessment: Students are required to do assignments, tests, projects and/or presentations.

PSPGOV503B COORDINATE RESOURCE ALLOCATION AND USAGE

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers coordination and monitoring of available resources to achieve work unit outcomes. It includes allocating available resources, monitoring and evaluation of resource usage and reporting on resource usage. In practice, coordination of resource allocation and usage may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, working with diversity, research and analysis.
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV504B UNDERTAKE RESEARCH AND ANALYSIS

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers research and analysis to develop advice and recommendations. It includes identifying and undertaking research, analysing information and applying the results of analysis, maintaining information systems, and compiling reports from information.
Required Reading: No required text.
Assessment:TAA50105 Diploma of Training and Assessment Assignments, workshop, workbased related projects and integrated assessment and or presentations. 22038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

PSPGOV505A PROMOTE DIVERSITY

Locations: Footscray Nicholson, Industry, Off-shore, Samoa.
Prerequisites: Nil.
Description: This unit covers the implementation of workplace diversity strategies to promote diversity through the development of effective and inclusive work practices, the generation of new ideas, and to improve the organisation's responsiveness to the community. It includes providing diversity input to strategies, policies and plans, attracting and developing a diverse workforce and monitoring diversity outcomes. In practice, diversity is promoted in the context of other generalist or specialist work activities such as promoting the values and ethos of public service, promoting

compliance with legislation, providing leadership, developing client services, developing policy, coordinating career development.

Required Reading: Murray, Janet. (2009). Promote Diversity. Melbourne: Vic Uni

Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV506A SUPPORT WORKPLACE COACHING AND MENTORING

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers promotion and support for coaching and mentoring in the organisation. It includes developing a coaching/mentoring strategy, establishing a coaching/mentoring framework, implementing and supporting coaching/mentoring, monitoring coaching and mentoring arrangements and consolidating opportunities for further coaching/mentoring. In practice, supporting workplace coaching and mentoring in the organisation may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy.

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV507A UNDERTAKE NEGOTIATIONS

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers negotiations as an individual or as a member of a negotiating team. It includes planning for the negotiation, conducting the negotiation and finalising the outcome. In practice, negotiations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing leadership, undertaking research and analysis, initiating projects, performing quasi-judicial functions, etc.

Required Reading: No required reading.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV508A MANAGE CONFLICT

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers the requirements for managing conflict in the workplace. It includes identifying and assessing conflict situations, implementing strategies to resolve conflict and monitoring the situation. It does not include formal negotiation, counselling or conducting mediation.

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV509A CONDUCT EVALUATIONS

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers evaluation relevant to the full range of processes and outcomes in the public sector such as policy, procedures, processes, structures, service delivery, projects etc. It includes identifying the purpose of the evaluation, identifying the evaluation process and tools, carrying out the evaluation, analysing results, reporting outcomes and recommending action. In practice, conducting evaluations may overlap with other generalist or specialist public sector workplace activities such as acting ethically, complying with legislation, providing client service, developing policy.

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV510A UNDERTAKE AND PROMOTE CAREER MANAGEMENT

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers active management of one's own career to meet goals and achieve life plans, as well as contributing to the career management of others. It includes identifying current career strengths, identifying and mapping career opportunities, developing and implementing career plans, monitoring progress and contributing to others' career management. In practice, career management may overlap with a range of other generalist or specialist work activities, such as acting ethically, complying with legislation, providing client service, leading a group, using emotional intelligence.

Required Reading: No required reading

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV511A PROVIDE LEADERSHIP

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers achievement of operational results and effective working relationships through leadership, feedback and support of individuals in a workgroup that may exist in the workplace, be formed for a special purpose or project, or consist of community members, volunteers, interagency members, etc. It includes facilitating commitment to objectives and required standards; contributing to the development of a cooperative, high performance workgroup; giving and receiving feedback on performance; supporting and participating in development activities; and providing leadership, direction and guidance in the workgroup. In practice, leading a workgroup may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, developing policy, building community relationships, improving workplace legislative performance, providing technical expertise.

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests and projects.

PSPGOV512A USE COMPLEX WORKPLACE COMMUNICATION STRATEGIES

Locations: Industry, Off-shore, Samoa.

Prerequisites: Nil.

Description: This unit covers complex workplace communication for working at middle management level with internal and external clients, colleagues and other staff. It includes preparing for complex communication, analysing and responding to opinions, presenting a convincing argument, and developing a range of communication strategies. In practice, using complex workplace communication strategies may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity.

Required Reading: Murray, Janet. (2009). Use Complex Workplace Communication Strategies. Melbourne: Vic Uni

Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV513A REFINE COMPLEX WORKPLACE DOCUMENTS

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements.

Required Reading: No required text.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV514A FACILITATE CHANGE

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers facilitation of workplace change in public sector environments where role ambiguity and uncertainty often accompany the change process. It includes planning for the introduction of change, dealing with emerging challenges and opportunities and handling ambiguity in the change process. In practice, facilitating change may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, leading a workgroup, coordinating resources, undertaking research and analysis.
Required Reading: No required text.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV517A COORDINATE RISK MANAGEMENT

Locations: Industry, Off-shore, Samoa.
Prerequisites: Nil.
Description: This unit covers coordination of risk management in the business unit/organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management. In practice, coordinating risk management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy.
Required Reading: Constantino, Nick. (2009). Co-ordinate Risk Management. Melb: Vic Uni.
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPGOV518A BENCHMARK PERFORMANCE

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers benchmarking performance of a functional area or business unit of an organisation. It includes designing a benchmarking approach, establishing benchmarks, establishing and managing a benchmarking exercise, gathering and analysing information and reporting on/acting on benchmarking outcomes.
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects

PSPGOV519A MANAGE PERFORMANCE

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers supervision and performance management in accordance with the organisation's performance management system. It includes linking individual/workgroup activities to organisational goals, setting performance expectations, measuring performance achievements, and renegotiate performance and development plans.
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV521A COLLECT STATISTICAL DATA

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the process of developing a data collection plan and then collecting new data. It includes preparing for data collection, defining data requirements, preparing data collection tools for direct collection, conducting data collection using direct collection, conducting data collection from existing source/s and collating and organising information/data.
Required Reading: No required reading.

PSPGOV522A PROCESS STATISTICAL DATA

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the process of recording, storing and managing data prior to analysis. It includes preparing raw data for electronic storage, using software tools to collect and/or store data, processing raw data and maintaining records.
Required Reading: No required reading.
Assessment: Students may be required to do assignments, tests and projects.

PSPGOV524A INTERPRET DATA AND RELATED STATISTICS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers the interpretation of data and related statistics. It includes interpreting graphs or tables, interpreting data and its summarised highlights, interpreting a range of official statistics in a policy environment, presenting statistical results and guiding others in the interpretation of data.
Required Reading: No required text.
Assessment: Students are required to do assignments and projects.

PSPGOV601B APPLY GOVERNMENT SYSTEMS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit covers the effective application of government systems to work in the public sector. It includes applying knowledge of linkages between government/other organisations and between governments, and applying knowledge of the broader political context.
Required Reading: No required text
Assessment: Assessment methods will include assignments, projects and case studies.

PSPGOV602B ESTABLISH AND MAINTAIN STRATEGIC NETWORKS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers establishing, expanding and utilising strategic networks. It includes identifying features of required strategic networks, identifying or establishing network links with key stakeholders and building strategic relationships. In practice, establishing and maintaining strategic networks may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity, etc.
Required Reading: Dalgish, C., Evans, P. (2007). Leadership in the Australian Context. Aust: Tilde University Press Samson, D., Daft, R. (2005). Fundamentals of Management. Aust: Thomson
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

PSPLEGN301B COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR

Prerequisites: Nil.
Description: This unit covers compliance with legislation and related public sector policy guidelines and procedures. It includes identifying and complying with

legislative requirements and reporting incidents of non-compliance. In practice, complying with legislation is demonstrated in the context of other generalist or specialist work activities such as delivering client services, using financial resources, procuring goods or services, etc.

Required Reading:-

PSPLEGN401A ENCOURAGE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR

Prerequisites: Nil.

Description: This unit covers the competency to encourage others (colleagues or those supervised) in the workplace to comply with legislation. It includes assisting others to comply with legislative requirements, and taking action on non-compliance. In practice, encouraging compliance with legislation is demonstrated in the context of other generalist or specialist work activities such as using government processes, delivering and monitoring client services, using resources, preparing quotations, conducting interviews, awarding contracts etc.

Required Reading:-

PSPLEGN501B PROMOTE THE COMPLIANCE WITH LEGISLATION IN THE PUBLIC SECTOR

Locations: Footscray Nicholson, Industry, Off-shore, Samoa.

Prerequisites: Nil.

Description: This unit covers promotion of compliance with legislation in the public sector. It includes modelling compliance with legislation and related public sector guidelines and procedures and encouraging and assisting others to comply.   In practice, promoting compliance with legislation is demonstrated in the context of other generalist or specialist work activities such as developing client services, coordinating financial resources, providing human resource services, conducting investigations, directing contracts etc.

Required Reading: Murray, Jane. (2009). Promote the Compliance with Legislation in the Public Sector. Melbourne: Vic Uni.

Assessment: Assignments, presentations, observation, demonstration and group work.

PSPMNGT615A INFLUENCE WORKFORCE EFFECTIVENESS

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit covers the competency to ensure the effectiveness of the workforce, whether staff or contractors, in promoting the attainment of strategic objectives. It includes providing leadership to individuals and work teams, creating a cooperative work environment, capitalising on workplace emotions, motivating the workforce to achieve quality results, and delegating work to achieve strategic objectives, and managing up. In practice influencing workforce effectiveness occurs in the context of other generalist or specialist work functions such as managing performance, managing diversity, managing change, managing client service etc.

Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.

Assessment: Reflective Journal, Participants will be required to keep a journal and use this to write their two reflective reports on the progress of their IPDP's, Yes/No. Class Activity, Participants will be required to participate in all class activities, Yes/No. Participation, Participants will be required to participate in all class activiities, Yes/No.

PSPOHS301A CONTRIBUTE TO WORKPLACE SAFETY

Prerequisites: Nil.

Description: This unit covers the competency to contribute to a safe workplace for self

and others. It includes contributing to workplace safety arrangements, identifying hazards and controlling risks. The unit is based on Generic Competency A in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC:7025, 1998 2nd Edition). In practice, workplace safety may be demonstrated in the context of other work activities such as contributing to workplace activities, organising workplace information, implementing change, giving and receiving feedback etc.

Required Reading:-

PSPOHS401B IMPLEMENT WORKPLACE SAFETY PROCEDURES AND PROGRAMS

Prerequisites: Nil.

Description: This unit covers implementation of the organisation's occupational health and safety policies, procedures and programs by those with supervisory responsibilities, to meet occupational health and safety standards. The unit is based on Generic Competency B in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC:7025, 1998, 2nd edition). In practice, the implementation of workplace safety procedures and programs may be demonstrated in the context of generalist and specialist work activities such as delivering service to clients, using resources, making arrests, conducting searches, managing contracts, etc.

Required Reading:-

PSPOHS501A MONITOR AND MAINTAIN WORKPLACE SAFETY

Locations: Footscray Nicholson, Industry, Off-shore, Samoa.

Prerequisites: Nil.

Description: This unit covers the monitoring and improvement of the organisation's occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards. The unit is based on Generic Competency B in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC:7025, 1998, 2nd edition). In practice, monitoring and maintaining workplace safety may be demonstrated in the context of generalist and specialist work activities such as coordinating a workgroup, developing client services, coordinating and allocating resources, initiating and managing projects, etc. This is a new unit of competency, added to the Occupational Health & Safety Key Area of the Training Package in 2004.

Required Reading: Murray, Janet. (2009). Monitor and Maintain Workplace Safety. Melbourne: Vic Uni

Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPA501A PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit covers the provision of writing and editorial services by public affairs personnel. It includes researching and writing publications, preparing speeches, reporting on complex/controversial issues, and providing editorial services.

Required Reading: No required text.

Assessment: Students may be required to do assignments, tests, projects and/or presentations.

PSPPA502A COORDINATE PUBLIC AFFAIRS EVENTS AND ACTIVITIES

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers coordination of public affairs events and activities. It

includes planning and implementing events and activities, and evaluating implementation and outcomes. In practice, coordinating public affairs events and activities may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, developing client service, providing leadership, coordinating resources, using complex communication, undertaking negotiations, etc.

Required Reading: No required reading.

PSPPM501B DESIGN COMPLEX PROJECTS

Locations: Footscray Nicholson, Industry, Off-shore, Samoa.
Prerequisites: Nil.
Description: This unit covers planning and development of projects which may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes identifying project opportunities, undertaking scoping, analysing the feasibility of projects, developing project plans and managing the establishment of projects. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, designing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM502B Manage complex projects, and PSPPM503B Close complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to PSPPM501A Initiate projects.
Required Reading: Constantino, Nick. (2009). Design Complex Projects. Melbourne: Vic Uni
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM502B MANAGE COMPLEX PROJECTS

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, Off-shore, St Albans, Samoa.
Prerequisites: Nil.
Description: This unit covers management of projects that may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes managing startup, project implementation, project integration and followup activities. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, managing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM501B Design complex projects, and PSPPM503B Close complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive.
Required Reading: For PSP51304 Diploma of Government (Project Management): Nick Constantino, Manage Complex Projects.Constantino, Nick. (2009) Manage Complex Projects. Melbourne: Vic Uni
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects, workplace assignments and group work.

PSPPM503B CLOSE COMPLEX PROJECTS

Locations: Footscray Nicholson, Industry, Off-shore, Samoa.
Prerequisites: Nil.
Description: This unit covers closure of projects that may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the projects. It includes reviewing project activity and managing project closure. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. In practice, closing complex projects overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc. When this unit is completed in conjunction with PSPPM501B Design complex projects and PSPPM502B Manage complex projects, the three units together are equivalent to the nine private sector Business Services project management competencies: BSBPM501A - BSBPM509A inclusive. This unit replaces and is equivalent to PSPPM503A Finalise projects.
Required Reading: Constantino, Nick. (2009). Close Complex Projects. Melbourne: Vic Uni
Assessment: Assignments, presentations, observation, demonstration and group work.

PSPPM504A CARRY OUT COMPLEX PROJECT ACTIVITIES

Locations: Industry.
Prerequisites: Nil.
Description: This unit covers the work activities required to carry out complex project activities or multiple projects simultaneously. Typically this work is undertaken by project officers who are required to work on projects for multiple clients, or all aspects of larger projects. They are sometimes responsible for all the project deliverables, and at other times they work in teams on aspects of a number of projects. Contract management requirements are not included, as this aspect is addressed by units of competency within the Competency field of Procurement and Contract Management. The unit includes reviewing and confirming requirements of each project/activity, organising and undertaking project activities, managing the progress of multiple projects/activities and finalising projects/activities. In practice, conducting complex project activities overlaps with other generalist and specialist work activities such as acting ethically, coordinating resource allocation and usage, developing client services, undertaking research and analysis, etc.
Required Reading: No required reading.

PSPPOL401A CONTRIBUTE TO POLICY DEVELOPMENT

Prerequisites: Nil.
Description: This unit covers the provision of input to the policy development process by all public sector staff and other stakeholders who are not policy specialists (ie they are not responsible for developing policy). It includes contributing to the consultative, validation and review phases of policy development, and providing feedback on the policy development process. In practice, contributing to the development of policy may overlap with other generalist or specialist work activities such as applying government processes, providing client services, gathering and analysing information, providing input to change etc.
Required Reading:-

PSPPOL402A ASSIST WITH SPECIALIST POLICY DEVELOPMENT

Prerequisites: Nil.
Description: This unit covers assistance in the planning, research and writing of policy, typically provided by a policy research officer. It includes assisting with policy development planning, researching, contributing to the developments of policy

options, and assisting with drafting and dissemination of policy.
Required Reading:-

PSPPOL403A GIVE AND RECEIVE POLICY INFORMATION
Prerequisites: Nil.
Description: This unit covers the provision of routine information on operational policy in an organisation. It includes assisting with the development of policy guidelines, responding to routine policy enquiries, receiving policy feedback and contributing suggestions based on that feedback. In practice, giving and receiving organisation policy may overlap with other generalist and specialist work activities such as applying government processes, providing client services, gathering and analysing information, providing input to change etc.

PSPPOL404A SUPPORT POLICY IMPLEMENTATION
Prerequisites: Nil.
Description: This unit covers the identification and application of policy in a public sector work environment. It includes identifying relevant policy, implementing policy, and monitoring and reporting on policy implementation.   In practice, supporting policy implementation occurs in the context of other generalist or specialist work activities such as delivering client services, providing input to change, implementing workplace safety procedures, awarding contracts etc.
Required Reading:-

PSPSCI301A ASSIST WITH SCIENTIFIC TECHNICAL SUPPORT
Prerequisites: Nil.
Description: This unit covers the provision of technical support in a scientific/research environment under routine guidance, with full responsibility for delegated technical duties such as experimental, survey, sampling and/or analytical tasks. It includes identifying and organising technical duties, and assisting in the collection, recording and presentation of information. In practice, assistance with technical support overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.
Required Reading:-
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPSCI302A SUPPORT INNOVATION AND CHANGE THROUGH EXTENSION
Prerequisites: Nil.
Description: This unit covers extension activities under general direction and with immediate guidance from senior officers as to methods and immediate objectives. It includes confirming extension objectives and methodologies, preparing for extension activities, providing information to clients to support change and monitoring and evaluating extension outcomes.   In practice, innovation and change through extension overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources, organising information, working safely etc.
Required Reading:-

PSPSCI303A UNDERTAKE SCIENTIFIC / TECHNOLOGICAL RESEARCH
Prerequisites: Nil.
Description: This unit covers the conduct of scientific or technological research under general direction with immediate guidance regarding methods and specific objectives. It includes confirming the research issue, employing a selected research methodology, carrying out the research and delivering the results. In practice, undertaking scientific/technological research overlaps with other generalist or specialist work activities such as working effectively, acting ethically, using resources,

organising information, working safely etc.
Required Reading:-
Assessment: This unit may be assessed by assignments, tests, projects and classwork.

PSPSCI401A PROVIDE SCIENTIFIC TECHNICAL SUPPORT
Prerequisites: Nil.
Description: This unit covers the provision of technical support in a scientific/research environment under general direction and within a generally defined area, with responsibility for technical duties such as experimental, survey, sampling and/or analytical functions. It includes planning and organising technical duties, collecting and recording information, and compiling and reporting data.
Required Reading:-

PSPSCI402A PROMOTE INNOVATION AND CHANGE THROUGH EXTENSION
Prerequisites: Nil.
Description: This unit covers extension activities at an experienced level where independent judgment is used to determine the means of achieving specified objectives within generally directed programs. It includes identifying extension objectives and methodologies, preparing for extension work, promoting change through information and advice, and monitoring and evaluating the adoption of change.
Required Reading:-

PSPSCI403A ORGANISE AND UNDERTAKE SCIENTIFIC/TECHNOLOGICAL RESEARCH
Prerequisites: Nil.
Description: This unit covers the conduct of scientific or technological research at an experienced level where independent judgment is used to determine the means of achieving objectives within generally directed programs. It includes identifying the research issue and research methodology, organising and carrying out the research and communicating the results.
Required Reading:-

PUACOM004B MANAGE ORGANISATIONAL COMMUNICATION STRATEGIES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit covers competency in developing, implementing, reviewing and evaluating communication strategies and promoting effective communication techniques in the workplace.
Required Reading: No required text
Assessment: Assessment methods will include projects, case studies and assignments.

PUAWER001A IDENTIFY, PREVENT AND REPORT POTENTIAL WORKPLACE EMERGENCY SITUATIONS
Prerequisites: Nil.
Description: This unit covers the competency required to identify and prevent the development of workplace emergency situations, or to minimise their consequences, and to report if emergency protection systems, emergency control equipment and evacuation systems are compromised.
Required Reading:-
Assessment: This unit may be assessed by assignments, and classwork.

PUAWER004A RESPOND TO WORKPLACE EMERGENCIES
Prerequisites: Nil.
Description: This unit covers the competency required to recognise emergencies in the

workplace, to report emergencies and to take appropriate action.
Required Reading:-
Assessment: This unit may be assessed by assignments, and classwork.

PUAWER005A OPERATE AS PART OF AN EMERGENCY CONTROL ORGANISATION
Prerequisites: Nil.
Description: This unit covers the competency required to implement the emergency response specified in the workplace emergency procedures or specified by a person at a higher level in the emergency control organisation.
Required Reading:-

PUAWER008A CONFINE SMALL WORKPLACE EMERGENCIES
Prerequisites: Nil.
Description: This unit covers the competency required to confine small workplace emergencies. Small workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher; or a chemical spill that can be controlled using workplace personal protective clothing and equipment, and a small spill kit; or a workplace vehicle accident where there is no significant injury or damage..
Required Reading:-
Assessment: This unit may be assessed by assignments, and classwork.

SIRRFSA002A MONITOR FOOD SAFETY PROGRAM
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to monitor the implementation of a food safety program across an entire process within a retail food store or department and providing support and guidance to frontline team members.
Required Reading: Wrice/2002. First steps in retail management. Australia/Macmillan.
Assessment: Demonstration, Students will need to demonstrate to the facilitator that they meet all requirements for the unit through observation and oral questioning, Yes/No.

SIRRMER001A MERCHANDISE FOOD PRODUCTS
Locations: Industry.
Prerequisites:SIRRFSA001A - APPLY RETAIL FOOD SAFETY PRACTICES
Description: This unit describes the performance outcomes, skills and knowledge required to prepare, arrange and present food products, including convenience foods within the store. It includes the setting up and maintenance of displays and labelling or pricing of stock. It also includes the handling, protection and storage of food products for display or sale.
Required Reading: No required text
Assessment: Written and practical test and assigment.

SIRRMER003A PREPARE AND DISPLAY FAST FOOD ITEMS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare, cook, arrange and present fast food items in a retail environment. It includes the setting up and maintenance of displays and labelling or pricing stock. It also includes the handling, protection and storage of fast food products for display or sale.

Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment.

SIRRRPK001A ADVISE ON FOOD PRODUCTS AND SERVICES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop product knowledge and provide advice to customers with regard to fresh food and food products, including convenience foods.
Required Reading: No required text
Assessment: Written and practical test, assignment.

SIRRRPK014A RECOMMEND SPECIALISED PRODUCTS AND SERVICES
Locations: Footscray Nicholson, City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to recommend and provide advice on specialised products and services to customers.
Required Reading: No required text
Assessment: Student will need to demonstrate to the assessor via oral presentation and written task they can research a product range, recommend specialised products and services, advise on products and services, quote on price and payment options and advise on and arrange product service repairs.

SIRXCCS002A INTERACT WITH CUSTOMERS
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to deliver service to customers. It entails being able to communicate effectively with customers, respond to their complaints, receive and process sales orders and identify special customer requirements.
Required Reading: No required reading.
Assessment: Students will be asked to demonstrate competence in a written assessment to meet the following learning outcomes: Deliver service to customers, respond to customer complaints, receive and process sales orders, identify special requirements. They will also participate in role playing where each person has to practice selling an item to other students; they will process the sale via the class room cash registers, respond to a complaint and process sale orders.

SIRXCCS003A COORDINATE INTERACTION WITH CUSTOMERS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate interaction with customers. It involves implementing customer service standards, implementing store policy regarding customer complaints, communicating with management, and leading a customer service team.
Required Reading: Wrice. (2002)   First steps in retail management Macmillan, Australia
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement customer service standards, implement store policy regarding customer complaints, communicate with management and lead customer service teams.

SIRXCLM001A ORGANISE AND MAINTAIN WORK AREAS

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain and organise work areas in a retail environment. It involves applying personal hygiene practices and the organised use of equipment and chemicals to keep the workplace tidy, clean and safe.
Required Reading: No required reading.
Assessment: Students will be asked to complete a written assessment task on how they would be expected to organise and clean a work area. In teams, they will also come up with guidelines and a housekeeping checklist that could be implemented in a retail workplace. Students will also be assessed in the workplace during their work experience. They will be asked a series of questions that relate to organising and maintain your work area.

SIRXCLM002A MANAGE STORE FACILITIES

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage store facilities in a retail environment. It involves the management of the store maintenance and housekeeping program, negotiating and monitoring maintenance contracts and identifying and locating facilities requirements.
Required Reading: No required reading.

SIRXCOM001A COMMUNICATE IN THE WORKPLACE

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required for effective communication with customers and other staff in the workplace. It involves establishing contact with customers, processing information, working in a team, maintaining personal presentation, following routine instructions, and reading and interpreting retail documents.
Required Reading: No required reading.
Assessment: Students will be asked to give a presentation and work on team poster on methods retailers use to establish contact with customers. Role playing activities for using the telephone and processing information. A group task / memo on how to communicate with customers and colleagues from diverse backgrounds. A group activity on working in teams where students will be asked to produce an item. A written task on reading and interpreting a range of retail documents. Students will also need to complete a written assessment task on the various learning outcomes.

SIRXFIN001A BALANCE POINT-OF-SALE TERMINAL

Locations: Footscray Nicholson, Werribee, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to balance a register or terminal in a retail environment. It involves clearing the register, counting money, calculating noncash transactions and reconciling takings.
Required Reading: No required text.
Assessment: Using the classroom register and point of sale system students will be assessed on how they apply store policy and procedure to accurately and efficiently balance a register or terminal, maintain cash float, reconcile cash and non cash transactions and record takings.

SIRXFIN003A PRODUCE FINANCIAL REPORTS

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to produce financial reports in a retail environment. It involves entering payment summaries into journals, reconciling accounts to balance, preparing bank reconciliations, and receiving and documenting payments and takings. It also involves dispatching statements to debtors, dispatching payments to creditors and preparing financial reports.
Required Reading: Wrice/2002. First steps in retail management. Australia/Macmillan.
Assessment: Demonstration, Students are required to demonstrate they they meet all unit requirements through observation and oral questioning., Yes/No.

SIRXFIN004A MANAGE FINANCIAL RESOURCES

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement financial control systems. It involves controlling cost and budget, maintaining store accounting systems and developing and negotiating budget allocations.
Required Reading: No Required Reading
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can control costs, control budgets, propose expenditure, maintain store security systems, prepare store sales budgets, negotiate budgets.

SIRXFIN005A MANAGE OPERATIONS TO BUDGET

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to control cost expenditure while managing the overall activities of a wholesale or retail operational area to budget.
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can, with managerial responsibility to estimate expenditure, prepare budgets and monitor performance against those budgets within an appropriate business accounting system. This unit requires some supervision of other staff.

SIRXHRM001A ADMINISTER HUMAN RESOURCES POLICY

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage human resources.
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can implement staffing levels, monitor staff performance, identify and minimise potential industrial relations problems, develop and implement training plans.

SIRXHRM002A RECRUIT AND SELECT PERSONNEL

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to recruit and select personnel.

Required Reading: This unit has no required reading.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can define future personal requirements, determine job specifications, recruit staff, assess and select applications.

SIRXICT001A OPERATE RETAIL TECHNOLOGY

Locations: Footscray Nicholson, City King St, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to operate a variety of retail equipment. It involves identifying the correct equipment required for a given task, maintaining retail equipment, applying keyboard skills and operating data entry equipment.

Required Reading: No required reading.

Assessment: Using the classroom/workplace retail equipment students will role play and demonstrate how they maintain and operate retail equipment, apply keyboard skills and operate data entry equipment. They will be assessed on how they identify the purpose of equipment, how they operate equipment according to safety requirements and identify a faults and report to relevant personnel. Students will be assessed on how they apply keyboard skills ensuring to enter and edit information accurately. Students will need to complete both practical activities as well as a written task.

SIRXIND001A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to work effectively in a retail environment. It involves acting responsibly and in a nondiscriminatory manner, developing retail industry knowledge, including industrial award or agreement relevant to the job role, maintaining personal hygiene and presentation, and prioritising tasks.

Required Reading: No required reading.

Assessment: Students will be asked to complete a written assessment on how they act responsibly, act in a non discriminatory manner. They will have a group assessment where they are to present information on their retail industry knowledge. An observational checklist and written assessment task on how they maintain personal presentation, this checklist will be conducted in the workplace. They will be given a series of routine task and asked to follow routine instructions.

SIRXINV001A PERFORM STOCK CONTROL PROCEDURES

Locations: Footscray Nicholson, City King St, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to handle stock in a retail environment. It involves receiving and processing incoming goods, rotating stock and dispatching goods.

Required Reading: No required reading.

Assessment: Students will participate in written assessments as well as a practical assessment that relate to receive and processing goods and stock rotation. In teams they will plan a stock take and participate in a stock take count.

SIRXINV005A CONTROL INVENTORY

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge

required to control inventory in a retail environment. It involves managing receipt, dispatch and storage of merchandise, and managing stock control.

Required Reading: No required text.

Assessment: Students may be required to do assignments, demonstration, oral questioning. Certificate IV in Companion Animal Services: Presentation and written and verbal tasks.

SIRXMER001A MERCHANDISE PRODUCTS

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling and pricing stock.

Required Reading: No required reading.

Assessment: Students will be asked to demonstrate their understanding through a team assessment and a written assessment. They will need to show their competence of how they place and arrange merchandise, prepare display labels and tickets, place and arrange display price labels and tickets, maintain a display and protect merchandise.

SIRXMER002A COORDINATE MERCHANDISE PRESENTATION

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to supervise sales and other staff implementing and maintaining displays according to store merchandising standards.

Required Reading: Workbooks provided

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student may also need to demonstrate to the traineeship assessor via oral questions, written tasks and practical assessment.

SIRXMER003A MONITOR IN STORE VISUAL MERCHANDISING DISPLAY

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to interpret a visual merchandising plan and the monitor the display to ensure it meets the requirements of the plan and the organisation's visual merchandising standards.

Required Reading: This unit has no required text.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can interpret a visual merchandising plan, identify design requirements of visual merchandising plan or manual. Monitor display requirements, regularly monitor displays to ensure it meets requirements of the visual merchandising plan, and maintain displays to organisation requirements and plan. Make additions or changes to displays to ensue display is consistently adheres to visual merchandising plan. Contribute to the visual merchandising standards of the organisation. Identify opportunities for improving visual merchandising standards.

SIRXMER004A MANAGE MERCHANDISE AND STORE PRESENTATION

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage merchandise and store presentation.

Required Reading: No required reading.
Assessment: Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can manage store merchandising, plan and manage store advertising and promotions, manage store pricing policies, mange housekeeping, Certificate IV in Companion Animal Services: Presentation and written and verbal tasks.

SIRXMER005A CREATE A DISPLAY

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and implement a display for a retail business.
Required Reading: Wrice. (2002)   First steps in retail management. Macmillan, Australia.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can identify requirements of the display, develop display ideas, plan and build displays and maintain displays.

SIRXMGT001A COORDINATE WORK TEAMS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate work teams in a retail environment. It involves monitoring and organising staffing levels, informing team members of expected standards of work, coaching and motivating the team and maintaining staffing records.
Required Reading: Wrice. (2002)   First steps in retail management. Macmillan, Australia.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can monitor and organise staffing levels, inform team members, coach on the job, motivate the team and maintain staffing records.

SIRXMGT002A MAINTAIN EMPLOYEE RELATIONS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain employee relations. It involves identifying awards and agreements, minimising potential industrial problems, and implementing dispute and grievance procedures.
Required Reading: Wrice. (2002)   First steps in retail management Macmillan, Australia.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can identify awards and agreements, identify and minimise potential industrial problems and implement dispute settlement procedures.

SIRXMGT003A LEAD AND MANAGE PEOPLE

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead and manage teams.
Required Reading: This unit has no required reading.

Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can lead the team, lead by example, develop and communicate team objectives, establish, develop and improve teams, develop self, delegate responsibly and with authority, consult with team members and support the team.

SIRXMGT004A ANALYSE AND COMMUNICATE INFORMATION

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse and communicate information in a retail environment.
Required Reading: No Required Reading.
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can review external operating environment, identifying and evaluate competitors. Assess internal strengths, forecast trends and developments, recommend and implement improvements, respond to change and communicate internally and externally.

SIRXMGT005A SET STRATEGIC PLANS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop strategic plans.
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can communicate and implement mission statements, set objectives and targets, develop action plans.

SIRXMGT006A INITIATE AND IMPLEMENT CHANGE

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to initiate and implement change in a retail environment.
Required Reading: No required reading.
Assessment: Students will also need to demonstrate to assessor via a written task / projects / oral presentations they can identify opportunities for increased sales and service, evaluate change, negotiate change, implement and evaluate change.

SIRXMPR001A PROFILE A RETAIL MARKET

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to profile a retail market.
Required Reading: Wrice. (2002)   First steps in retail management Macmillan, Australia.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can analyse components of the store, select appropriate area for research of market demands, use appropriate market research techniques according to store policy. Generate ideas to develop methods for attracting customers.

SIRXOHS001A APPLY SAFE WORKING PRACTICES

Locations: Footscray Nicholson, City King St, Industry.

Prerequisites: Nil.
Description: This unit encompasses the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It describes the performance outcomes, skills and knowledge required to maintain a safe work environment for staff, customers and others. It involves observing basic safety and emergency procedures.
Required Reading: No required reading.
Assessment: Students will be assessed on how they would apply safe working practices, including identifying and reporting faults and problems according to OHS legislation and store policies. Knowledge of store policies and procedures with regard to emergency situations, evacuations or accident and illness should also be demonstrated. They will be asked to complete a written assessment as well as observational checklist in their work experience.

SIRXOHS002A MAINTAIN STORE SAFETY
Locations: Industry.
Prerequisites: Nil.
Description: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines and describes the performance outcomes, skills and knowledge required to maintain store safety in a retail environment.
Required Reading: Wrice. (2002) First steps in retail management. Macmillan, Australia
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can for example clearly and accurately explain store policy and procedure in regard to OHS and emergency procedures to team members, provide opportunities and processes for team members to consult and contribute on OHS issues according to store policy. Monitor and maintain a safe work environment, implement emergency procedures, identify need for OHS training and maintain OHS records.

SIRXOHS003A PROVIDE A SAFE WORKING ENVIRONMENT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement policies and procedures relating to OHS issues. It is based on the National Occupational Health and Safety Commission (NOHSC) guidelines.
Required Reading:SIR40207: See below textWrice. (2002) First steps in retail management. Macmillan, Australia
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can develop policies to establish and maintain a safe working environment, consult with staff, establish and maintain a safe working environment, assess risk, control risks, establish and maintain policies for hazardous events, train staff, establish and maintain record systems, evaluate policies and procedures.

SIRXQUA001A DEVELOP INNOVATIVE IDEAS AT WORK
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to systematically generate and develop innovative ideas in the workplace.
Required Reading: Wrice/2002. First steps in retail management. Australia/Macmillan.

Assessment: Demonstration, Students are required to demonstrate that they meet the requirements for this unit through observation and oral questioning., Yes/No.

SIRXQUA002A LEAD A TEAM TO FOSTER INNOVATION
Locations: City King St.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead a workplace team in ways that foster innovative work practices.
Required Reading:-
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

SIRXQUA003A CREATE AN INNOVATIVE WORK ENVIRONMENT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create a work environment that enables and supports the application of innovative practices in the workplace.
Required Reading: This unit has no required text.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement work practices and procedures to support innovation, implement management practices to support innovation, promote innovation in the workplace, create physical environment that supports innovation, provide information and learning opportunities to foster innovation.

SIRXQUA004A SET UP SYSTEMS THAT SUPPORT INNOVATION
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conceptualise and design new systems that develop and foster innovation in the workplace.
Required Reading: This unit has no required text.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can conduct research into organisation systems, generate innovative system options, develop plan for the innovative system, trial the innovative work system, review the trial of the innovative system.

SIRXRSK001A MINIMISE THEFT
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to minimise theft in a retail environment. It involves applying routine store security, taking appropriate action to minimise theft and maintaining security of cash, registers or terminals and keys.
Required Reading: No required reading.
Assessment: Students will be assessed on their understating of how they apply store policy and procedures and industry codes of practice in regard to store security and theft prevention, reporting theft or suspicious behaviour to relevant personnel and monitoring stock, work areas, customers and staff to minimise opportunities for

theft. This will be achieved through an observational checklist, written assessment and workplace industry visit.

SIRXRSK002A MAINTAIN STORE SECURITY
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain store security in a retail environment. It involves implementing store policy and procedures to ensure store security, informing team members and providing ongoing supervision and training to facilitate awareness and detection of theft.
Required Reading: Wrice. (2002)   First steps in retail management. Macmillan, Australia
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task. This unit requires the team member to interpret, apply and monitor security procedures according to store policy, industry codes of practice, relevant legislation and statutory requirements. It includes maintaining frontline security as well as reporting security concerns and providing ongoing supervision and training for staff on security procedures.

SIRXRSK003A APPLY STORE SECURITY SYSTEMS AND PROCEDURES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit builds on unit SIRXRSK001A Minimise theft. It involves the maintenance and use of store security equipment, ensuring the safety and well being of staff and customers, the detection and apprehension of thieves and the application of post-apprehension procedures according to State and Territory laws.
Required Reading: No required text.
Assessment: Observation, demonstration, questioning, written assignment.

SIRXRSK004A CONTROL STORE SECURITY
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to control store security. It involves developing and implementing security procedures for the prevention of theft, ensuring safety of all personnel in the event of a robbery, and monitoring all security procedures.
Required Reading: This unit has no required text.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can control store security and minimise stock and loss dissipation.

SIRXSLS002A ADVISE ON PRODUCTS AND SERVICES
Locations: Footscray Nicholson, City King St.
Prerequisites: Nil.
Description: It describes the performance outcomes, skills and knowledge required to apply a depth of specialist or general product knowledge and a need for experience and skill in offering advice to customers.
Required Reading: No required reading.
Assessment: Students will be assessed on how they develop, maintain and convey detailed and specialised product knowledge. This will be achieved through a verbal assessment task / presentation as well as a written assessment.

SIRXSLS003A COORDINATE SALES PERFORMANCE
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement and monitor adherence to sales policies and procedures, and monitor the achievement of sales targets.
Required Reading: Wrice. (2002)   First steps in retail management. Macmillan, Australia.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can implement sales policies and procedures and monitor achievements of sales targets.

SIRXSLS004A BUILD RELATIONSHIPS WITH CUSTOMERS
Locations: Industry.
Prerequisites: Nil.
Description: It describes the performance outcomes, skills and knowledge required to use advanced sales techniques in building relationships with customers and interacting with customers, applying expert product knowledge as it relates to customers, dealing with difficult customers, establishing and maintaining a customer database, and conducting sales presentations.
Required Reading: Wrice. (2002)   First steps in retail management Macmillan, Australia.
Assessment: This unit is delivered via a traineeship, where all learning is conducted on the job. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can establish rapport with customers, apply expert knowledge, provide post sales support, plan sales presentations, implement sales presentations, maintain and utilise a customer database and deal with difficult customers.

SIRXSLS005A MANAGE SALES AND SERVICE DELIVERY
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to monitor, maintain and improve sales and service delivery. It involves market research, developing new markets and marketing products and services within the culture of the overall store policy.
Required Reading: No Required Reading.
Assessment: Students are required to do assignments, class work, tests, projects, case studies, presentations and class observation. The student will also need to demonstrate to the traineeship assessor via oral questions and written task they can monitor, maintain and improve sales and service delivery, negotiate supply of goods, establish customer requirements, provide productive work environment.

SIRXSLS006A LEAD A SALES TEAM
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead a sales team to achieve the business objectives governing sales and service for a defined customer group or territory.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

SIRXSLS007A TRAIN SALES TEAM MEMBERS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to train sales team members in a wholesale sales environment.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAAASS301B CONTRIBUTE TO ASSESSMENT

Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Specifies the competency required to contribute to the assessment process.
Required Reading: No required reading
Assessment: Work in partnership with a qualified assessor to plan an assessment, assess the competence of a learner and review processes and tools.

TAAASS401C PLAN AND ORGANISE ASSESSMENT

Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Required to plan and organize the assessment process in a competency-based assessment system.
Required Reading: No required text.
Assessment: Assignment and projects.

TAAASS402C ASSESS COMPETENCE

Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: This unit specifies the competence required to assess the competence of a candidate.
Required Reading: No required text.
Assessment: Assignments and projects.

TAAASS403B DEVELOP ASSESSMENT TOOLS

Locations: Newport, Industry, City Queen.
Prerequisites: Nil.
Description: Specifies the competency required to develop assessment tools.
Required Reading: No required reading
Assessment: Develop, trial and review a range of assessment tools for different candidates and purposes.

TAAASS404B PARTICIPATE IN ASSESSMENT VALIDATION

Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Required to participate in an assessment validation process.
Required Reading: No required reading
Assessment: Participate in two assessment validation sessions/workshops.

TAAASS501B LEAD AND COORDINATE ASSESSMENT SYSTEMS AND SERVICES

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Develop and extend assessment expertise; lead assessment activities; monitor assessment practice; coordinate assessment validation activities; manage assessment appeals.
Required Reading: No required text.-
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAACMQ503B LEAD AND CONDUCT TRAINING AND/OR ASSESSMENT EVALUATIONS

Locations: City King St, Industry.
Prerequisites: Nil.
Description: This unit specifies the competency required to lead and conduct training and/or assessment evaluations: identify the basis for the evaluation; plan evaluation of training and/or assessment services/system; conduct evaluation; determine and report evaluation outcomes
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAADEL402B FACILITATE GROUP BASED LEARNING

Locations: Footscray Nicholson, Newport, City King St, Industry, Off-shore, Samoa.
Prerequisites: Nil.
Description: Specifies the competency required to facilitate learning by individuals within a group.
Required Reading: No required reading
Assessment: Prepare plans and material to facilitate a sequential series of training sessions with a group of learners; Review training and learning effectiveness. PSP51304 Diploma of Government (Project Management) and Traineeships: Assignments, presentations, observation, demonstration and group work.

TAADEL403A FACILITATE INDIVIDUAL LEARNING

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
Required Reading: No required reading.
Assessment: Oral and written questioning, oral presentation, practical demonstration, research assignment, written report.

TAADEL403B FACILITATE INDIVIDUAL LEARNING

Locations: Newport, City King St, Industry, St Albans, Certificate III in Mumgu-dhal tyama-tiyt - St Albans.
Prerequisites: Nil.
Description: Specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
Required Reading: The teacher will provide teaching and learning material as required.
Assessment: Students develop a portfolio of evidence used for assessment. This will include teacher observation, student logbooks, multiple choice/ written tasks. 21861VIC Certificate III in Mumgu-dhal tyama-tiyt To demonstrate competency in this unit the students must be able to provide evidence that they can establish and maintain an effective learning/facilitation relationship with an individual learner. Students develop a portfolio of evidence for assessment. This will include observation, reports from the learner and significant Indigenous community members supporting participant, student logbooks/evaluations/reflections, questioning and third-party feedback. A minimum of two examples of a learning facilitation relationship should be conducted, with different individuals to demonstrate

communication skills and flexibility; one or more process/techniques identified must be demonstrated.

TAADEL404A FACILITATE WORK-BASED LEARNING
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: Specifies the competency required to use work effectively as a learning process.
Required Reading: No required text.
Assessment: Develop a workbased learning pathway for individuals; Facilitate and review this pathway

TAADEL404B FACILITATE WORK BASED LEARNING
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Specifies the competency required to use work effectively as a learning process.
Required Reading: No required reading
Assessment: Develop a workbased learning pathway for individuals; Facilitate and review this pathway

TAADEL501B FACILITATE E-LEARNING
Locations: City King St, Industry.
Prerequisites: Nil.
Description: Facilitate learning delivered via electronic media.
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAADEL502B FACILITATE ACTION LEARNING PROJECTS
Locations: City King St, Industry.
Prerequisites: Nil.
Description: Facilitate a group to engage in action learning projects.
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAADES402B DESIGN AND DEVELOP LEARNING PROGRAMS
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria. Criteria may include competency standards and other specifications such as organizational performance standards, product equipment specifications and workplace procedures.
Required Reading: No required reading
Assessment: Use components of Training Packages and accredited courses to design and develop learning programs that meet identified training needs. RPL - Participants would provide evidence of their skills, knowledge and experience required.

TAADES502B DESIGN AND DEVELOP LEARNING RESOURCES
Locations: City King St, Industry, Off-shore, 40540SA Certificate IV in Teaching English to Speakers of Other Languages (TESOL): This course is delivered Off-shore in China..
Prerequisites: Nil.

Description: This unit specifies the competency required to design and develop resources to support learning.
Required Reading: No required reading. The teacher will provide teaching and learning material as necessary.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations. 40540SA Certificate IV in Teaching English to Speakers of Other Languages (TESOL): Lesson plans including activities and resources, supervised delivery of lessons, summaries of readings, notes on peer observations.

TAADES503B RESEARCH AND DESIGN E-LEARNING RESOURCES
Locations: City King St, Industry.
Prerequisites: Nil.
Description: Research the requirements for e-learning resources and to design resources based on that research.
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAADES504B DEVELOP AND EVALUATE E-LEARNING RESOURCES
Locations: City King St, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: Develop and evaluate e-learning resources based on an agreed design concept.
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations. CUF50207 Diploma of Interactive Digital Media Graded - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

TAADES505B RESEARCH AND DEVELOP COMPETENCY STANDARDS
Locations: City King St, Industry.
Prerequisites: Nil.
Description: Research and develop competency standards for particular work functions, work processes, work roles and work-related vocational outcomes.
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAAENV401B WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Competency required to work effectively in the policy and operating environment of the vocational education and training sector.
Required Reading: No required reading
Assessment: In-class activities; Gather and present information on the relevant vocational education and training organisation, jargon and sources of information; Analyse and interpret VET policies in the context of your role as a trainer/assessor; Develop written information on the VET organisations and sources of information to VET newcomers. RPL - Participants would provide evidence of their skills, knowledge and experience required.

TAAENV402B FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE
Locations: Newport, City King St, Industry.

Prerequisites: Nil.
Description: Unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.
Required Reading: No required reading.
Assessment: In-class activities; demonstrate inclusive practices in facilitation. RPL - Participants would provide evidence of their skills, knowledge and experience required.

TAAENV403B ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: Competency required to ensure the health, safety and welfare of learners and candidates.
Required Reading: No required reading
Assessment: Complete an Occupational Health & Safety hazard identification, risk assessment and risk management plan on your training environment to ensure the health and safety of learners. RPL - Participants would provide evidence of their skills, knowledge and experience required.

TAAENV501B MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE
Locations: City King St, Industry.
Prerequisites: Nil.
Description: This unit specifies the competency required for individuals to manage their personal professional performance and to take responsibility for their professional development in relation to the provision of training and/or assessment services.
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAATAS501B UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS
Locations: City King St, Industry.
Prerequisites: Nil.
Description: Undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.
Required Reading: No required text.
Assessment: Assignments, workshop, workbased related projects and integrated assessment and or presentations.

TAEASS301B CONTRIBUTE TO ASSESSMENT
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the assessment process.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS401B PLAN ASSESSMENT ACTIVITIES AND PROCESSES
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and organise the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system. It also includes the development of simple assessment instruments.

Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS402B ASSESS COMPETENCE
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assess the competence of a candidate.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS403B PARTICIPATE IN ASSESSMENT VALIDATION
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in an assessment validation process.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEASS501A PROVIDE ADVANCED ASSESSMENT PRACTICE
Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead assessment processes among a group or team of assessors within a Registered Training Organisation (RTO). It also focuses on continuously improving processes used by the assessor and the assessment team.
Required Reading: No text required.
Assessment: Evidence of the ability to: - undertake the assessment of at least 20 individual candidates against a total of at least 50 units of competency from training packages or accredited courses - document accurately the outcomes of all of the assessments undertaken - lead assessment among a group or team of assessors, consisting of at least five (5) individuals and demonstrate how that leadership has led to improved processes and outcomes - critically review the assessment processes and approaches taken in these assessments and propose changes to improve both processes and outcomes.

TAEASS502B DESIGN AND DEVELOP ASSESSMENT TOOLS
Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and develop assessment tools, including tools used in formative, summative and recognition of prior learning (RPL) assessment.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL301A PROVIDE WORK SKILL INSTRUCTION
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The

unit covers the skills and knowledge required to determine the success of both the training provided and one's own personal training performance. It emphasises the training as being driven by the work process and context.

Required Reading: No Required Texts

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL401A PLAN, ORGANISE AND DELIVER GROUP BASED LEARNING

Locations: Newport, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL402A PLAN, ORGANISE AND FACILITATE LEARNING IN THE WORKPLACE

Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL403A COORDINATE AND FACILITATE DISTANCE-BASED LEARNING

Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate and facilitate a distance-based learning process.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL404A MENTOR IN THE WORKPLACE

Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish and develop a professional mentoring relationship with a learner, in particular an apprentice or trainee employed by, or undertaking work placement in, a workplace. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating and monitoring the mentoring relationship, and evaluating the effectiveness of mentoring.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDEL501A FACILITATE E-LEARNING

Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to facilitate learning delivered via electronic media.
Required Reading: No text required.
Assessment: Evidence of the ability to: -   facilitate one complete e-learning

program -   provide evidence of at least two examples of organising and facilitating at least two e-learning activities covering diverse e-learning environments.

TAEDEL502A PROVIDE ADVANCED FACILITATION PRACTICE

Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide high level facilitation practices in a vocational education and training context. It also focuses on achieving continuous improvement through reflective practice.
Required Reading: No text required.
Assessment: Evidence of the ability to: - facilitate groups of learners demonstrating: - the selection and use of different teaching and delivery methods applied in different delivery modes which are relevant and appropriate to different learners and their needs - integration of theory and practice in own performance and in supporting learners to develop competency - a variety of strategies to support increased learner independence - documentation of reflective practice and proposed changes to practice - collect feedback from observers such as supervising teachers/trainers, peers, colleagues, learners or clients - analyse feedback from a range of sources and reflect on the success of the training delivery as well as own performance. The candidate must be able to show evidence of having conducted a minimum of 100 hours of group facilitation, in addition to any evidence provided of work with individual learners or in a different learning context.

TAEDES401A DESIGN AND DEVELOP LEARNING PROGRAMS

Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine the design, outline the content and review its effectiveness.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDES402A USE TRAINING PACKAGES AND ACCREDITED COURSES TO MEET CLIENTS NEEDS

Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEDES501A DESIGN AND DEVELOP LEARNING STRATEGIES

Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design, develop and review learning strategies.
Required Reading: No text required.
Assessment: Evidence of the ability to: - present a minimum of two examples of learning strategies designed by the candidate with differentiated design structures in

each that: - reflect the specific requirements of the qualification or skill set, and - reflect client needs and contexts of application - implement at least one learning strategy - document a review which provides outcomes and evidence of continuous improvement.

TAEDES502A DESIGN AND DEVELOP LEARNING RESOURCES
Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and develop resources to support the learning process.
Required Reading: No text required.
Assessment: Evidence of the ability to: - Research, design and develop print based resources that reflect client needs and the contexts of application, including: - the research and design of two print based resources, with documented evidence of: - consultation, research and findings - completed designs for the two resources - complete development of one resource with documented evidence of: - a review and trial of the resource, including user feedback and how this impacted on the development of the resource - the final print based resource, either complete or in part or sample - the candidate's specific role in the development process.

TAEDES503A DESIGN AND DEVELOP E-LEARNING RESOURCES
Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and develop e-learning resources.
Required Reading: No text required.
Assessment: Evidence of the ability to: - Research, design and develop e-learning resources that reflect client needs and the contexts of application, including: - the research and design of two e-learning resources, with documented evidence of: - consultation, research and findings - completed designs for the two resources - complete development of one resource with documented evidence of: - a review and trial of the resource, including user feedback and how this impacted on the development of the resource - the final e-learning resource, either complete or in part or sample - the candidate's specific role in the development process.

TAEDES505A EVALUATE A TRAINING PROGRAM
Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to evaluate a training program to measure the effectiveness of training in meeting workforce performance needs and capability requirements. In an AQTF context it can contributes to the continuous improvement cycle within a registered training organisation (RTO).
Required Reading: No text required.
Assessment: Evidence of the ability to: - evaluate a training program against workforce performance needs and capability requirements - produce an evaluation report that addresses all phases of the evaluation process including recommendations on areas for improvement - critically review the evaluation process and approaches taken and propose changes to improve the process.

TAEEDU401A COORDINATE PROVISION OF PASTORAL CARE SERVICES TO INTERNATIONAL STUDENTS
Locations: Newport, City King St, Industry, Off-shore.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate provision of quality services and support required by international students enrolled in an Australian education institution. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEICR501A WORK IN PARTNERSHIP WITH INDUSTRY, ENTERPRISES AND COMMUNITY GROUPS
Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work in partnership with industry, enterprises and community groups to provide a range of learning and development services. It covers preparing for the partnership as well as negotiating, implementing, maintaining, evaluating and reviewing the partnership arrangement.
Required Reading: No text required.
Assessment: Evidence of the ability to: - develop and maintain key aspects of a partnership between an RTO and at least one organisation through the stages outlined in this unit, including: - preparing for a partnership with an organisation - negotiating the partnership - implementing the partnership - maintaining the partnership - evaluating and reviewing the partnership.

TAELLN401A ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS
Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to recognise the core language, literacy and numeracy (LLN) demands of training and assessment, and to tailor training and assessment to suit individual skill levels, including accessing relevant support resources.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAEPDD501A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE
Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage personal professional performance and to take responsibility for professional development in relation to the provision of training and/or assessment services.
Required Reading: No text required.
Assessment: Evidence of the ability to: - model appropriate professional techniques and strategies - contribute to own professional development plan - network and use technology to gain information and other support - participate in professional development activities and maintain currency of skills and knowledge in VET sector as well as vocational area - document, reflect and discuss with peers evidence of feedback from at least 10 hours of facilitation practice and interviews with assessors covering at least the assessment of 10 candidates.

TAESUS501A ANALYSE AND APPLY SUSTAINABILITY SKILLS TO LEARNING PROGRAMS

Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify explicit and embedded sustainability skills within training packages and accredited courses, and apply requirements to learning programs associated with the development of competence.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TAESUS502A IDENTIFY AND APPLY CURRENT SUSTAINABILITY EDUCATION PRINCIPLE (TRUNC)

Locations: Newport.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and apply current sustainability education principles and practice to learning and teaching programs.
Required Reading: No text required.
Assessment: Evidence of the ability to: -   identify, analyse and document effective learning and teaching principles and practices from a wide range of sources -   identify and evaluate best practice sustainability education principles, practices strategies from a wide range of sources (nationally and internationally) and document link with effective learning and teaching -   document the relationship between effective learning and teaching and sustainability education -   provide outlines of how best practice sustainability education principles and practice are to be incorporated into training and assessment approaches.

TAETAS401A MAINTAIN TRAINING AND ASSESSMENT INFORMATION

Locations: Newport, City King St, Industry, Off-shore.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain the training and assessment information requirements of the organisation and other relevant bodies, including the timely dissemination of accurate information to learners on training and assessment services and the recording and reporting of training and assessment service data.
Required Reading: No Required Texts
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

TLIP4002A FACILITATE AND CAPITALISE ON CHANGE IN THE WORKPLACE

Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to facilitate and capitalise on change and innovation in the workplace, including participating in planning for the introduction of change, developing creative and flexible approaches to solutions to change-related problems, and managing emerging challenges and opportunities in the workplace.
Required Reading: No required text
Assessment: This unit will be assessed via RPL

VBP162 PLAN AND IMPLEMENT A TRANSPORT AND LOGISTICS SYSTEM FOR AN INTERNATIONAL TRADE ORGANISATION

Locations: Footscray Nicholson.

Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to develop and implement a transport and logistics system within an international trade organisation or relevant workplace environment. It also includes the skills and knowledge required to monitor and evaluate the effectiveness of the transport and logistics system.
Required Reading: No required text
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP163 APPLY CONTRACT LAW TO INTERNATIONAL BUSINESS ACTIVITIES

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit covers the skills and underpinning knowledge required to analyse contract law relevant to international business activities.
Required Reading: Class notes provided by specialist teacher
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBP166 REVIEW THE FINANCIAL STRUCTURES AND PROCESSES IN INTERNATIONAL BUSINESS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to analyse international trade finance variables within Australia and in a global context. It includes examining the structures and processes of financing international import and export transactions in the banking system, including optional finance models and practices that are available to international businesses.
Required Reading: No required text
Assessment: Assessment may be class work, project work, assignments, topic tests and presentations.

VBQM313 MARKETING CONCEPTS AND STRATEGIES

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: The purpose of this module is to develop the knowledge, skills and attitudes required for planning and implementing strategic marketing decisions to ensure sustainable competitive advantage.
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU082 MANAGE MULTIPLE PROJECTS

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the management of project activities in situations where a person has strategic responsibility, accountability and decision making for the overall management of multiple projects. It includes identifying project scope in a strategic context, managing establishment and integration of project activities, and finalising and reviewing project activities
Required Reading: Clawson, J G. (2008). (4th Ed). Level 3 Leadership: Getting below the surface. New Jersey: Prentice Hall,. Forsyth, D R. (2006). (4th Ed).

Group Dynamics. Belmont, CA: Thomson Wadsworth
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU083 MANAGE THE DEVELOPMENT, IMPLEMENTATION AND REVIEW OF THE STRATEGIC BUSINESS PLAN

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to manage the development and implementation of strategic business plans. It encompasses the development and communication of business strategies, business plans, continual improvement and knowledge management.
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU084 MANAGE COMPLIANCE WITH LEGAL, REGULATORY AND ETHICAL REQUIREMENTS IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the competency required to manage regulatory compliance in relation to workplace staff, customers, investors and the communities. It describes the skills and knowledge required to comply with regulatory legal framework, work within specific regulations for related industry and ethical frameworks, and to apply best practice and ethical business conduct.
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU085 DEVELOP AND MANAGE RISK MANAGEMENT STRATEGY

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the competency required to plan and strategically manage the risk management strategy within an organisation context, and in accordance with professionally recognised "best practice" standards. It includes the development, monitoring, review and continual improvement of the strategy and reporting of the outcomes to stakeholders.
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the

participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU086 LEAD INNOVATIVE THINKING AND PRACTICE IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills and performance outcomes required to generate innovative and creative thinking, to lead sustainable innovative practices, support and maintain a culture of innovative thinking and practice in an organisational context.
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU087 MANAGE PEOPLE IN AN ORGANISATIONAL ENVIRONMENT

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to manage, motivate and empower employees of an organisation to achieve what the organisation has set out to do, and manage their own personal development to enhance individual and organisation performance.
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU088 MANAGE HUMAN RESOURCE PRACTICES

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to establish and manage appropriate human resource practices so they positively contribute to their effectiveness and efficiency of the organisation.
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU089 MANAGE FINANCIAL RESOURCES IN AN ORGANISATION

Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the competency required to review financial performance in an organisational context. The analysis and interpretation of financial information to support management decision making, undertaking budgeting and financial forecasting are addressed.

Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU090 MANAGE BUSINESS IN A GLOBAL ENVIRONMENT
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the competency required to analyse and interpret international business environment including the issues and challenges that impact on the strategic and operational management of a business in a global environment. The analysis includes reviewing the cultural differences and its impact on undertaking business in a global context to inform management decision making in business.
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU091 MANAGE ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES
Locations: Footscray Nicholson, City King St, Industry.
Prerequisites: Nil.
Description: This unit covers the scoping, establishment and review of the organisation's environmental sustainability as an integral part of organisational planning and management.
Required Reading: No required text.
Assessment: Participants will be required to undertake a work-based project through negotiation with their mentor / organisational manager / facilitator where they will be required to use current workplace activities, examples, work samples. This work-based project will be a live project which will need to be implemented into the participants workplace at the completion of the course. This project will need to meet all program design elements as per described in the units of competency.

VPAU457 UNDERTAKE EDUCATION AND TRAINING LEADERSHIP PROJECTS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to undertake a work-based project within an education and training environment. This project will enable participants to develop and implement leadership approaches and build both individual and team effectiveness to support and inform workplace performance and organisational capacity.
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings
Assessment: Reflective Journal, Participants are required to keep a journal and use it to write two reflective reports on the progress of their IPDPs, Yes/No.

VPAU458 LEAD IN EDUCATION AND TRAINING ENVIRONMENTS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge require of leaders to plan analyse and develop operational and strategic initiatives in education and training environments.
Required Reading: Participants are handed all relevant notes at the start of the course
Assessment: Reflective Journal, Participants are required to keep a reflective journal and use it to write their 2 reflective reports on the progress of their IPDP's, Yes/No.

VPAU460 LEAD INNOVATION AND CHANGE IN AN EDUCATION AND TRAINING ENVIRONMENT
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required of leaders to generate innovative and creative thinking to promote innovation in work practices within an education and training environment. The unit focuses on identifying, analysing and developing strategies that build acceptance of sustainable innovative activity within an education and training environment and for the people involved so that they can effectively respond to change.
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants are required to keep a reflective journal through out their practicum experience and use it to write two reports on their IPDP's, Yes/No.

VPAU461 DEVELOP BUSINESS STRATEGIES IN AN EDUCATION AND TRAINING ENVIRONMENT
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge, skills and performance outcomes required to design and implement strategies to attract and secure new business in an education and training environment. Designing strategies includes analysing models and approaches to strategy development and business planning to inform management decisions related to business development in an education and training environment.
Required Reading: Participants are supplied with all participant notes at the beginning of the course. There are no other required readings.
Assessment: Reflective Journal, Participants are required to keep a reflective journal and use it to write two report on their IPDP's, Yes/No.

VPAU599 DEMONSTRATE PERSONAL QUALITIES APPROPRIATE IN A SMALL BUSINESS ENVIRONMENT
Locations: Secondary Schools for VETiS program..
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to identify and develop the personal knowledge and skills necessary to function effectively in a small business environment. At this level work is generally undertaken under supervision
Required Reading: No required reading.
Assessment: Assessments required may include assignments, classwork, presentation.

VPAU600 UNDERTAKE BASIC MARKET RESEARCH FOR A SMALL BUSINESS PRODUCT OR SERVICE
Locations: Secondary Schools on VETiS program..
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to conduct and evaluate basic market research in order to develop a simple marketing plan for a small business product or service. It provides foundation skills and knowledge necessary to undertake market research activities in a small business environment. At

this level work is generally undertaken under supervision.
Required Reading: No required reading.
Assessment: Assessments required include assignments, classwork, presentation.

VPAU601 CONTRIBUTE TO SMALL BUSINESS OPERATIONS AND INNOVATION
Locations: Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to collect information on the nature of small business operations and to generate and examine ideas that will enhance the potential for achieving personal and organisational success in a small business environment. This unit also covers presenting an idea (that will enhance small business operations) to a target audience. It provides foundation skills and knowledge necessary to work effectively in a small business environment. At this level work is generally undertaken under supervision.
Required Reading: No required reading
Assessment: Assessments required include assignments, classwork, presentation.

VPAU602 PARTICIPATE IN SMALL BUSINESS QUALITY AND CHANGE PROCESSES
Locations: Secondary Schools on VETiS program..
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to contribute to small business quality processes. It covers participating in collaborative workplace relationships, identifying areas for workplace improvements, and taking initiative in change processes in order to increase productivity. This unit also covers complying with basic environmental work practices. It provides foundation skills and knowledge necessary to relate an individual's work role to a quality context. At this level work is generally undertaken under supervision.
Required Reading: No required reading
Assessment: Assessments required include assignments, classwork, presentation.

VPAU603 CONTRIBUTE TO SMALL BUSINESS PLANNING
Locations: Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to contribute to small business planning. It covers identifying and evaluating the key components of a business plan and making suggestions to strengthen small business planning and operations. It provides foundation skills and knowledge necessary to support and actively participate in planning processes. At this level work is generally undertaken under supervision.
Required Reading: No required reading
Assessment: Assessments required include assignments, classwork, presentation

VPAU604 UNDERTAKE WORKPLACE ORIENTATION IN A SMALL BUSINESS
Locations: Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to work effectively in a small business while undertaking a workplace orientation program. It covers identifying and following organisational guidelines for workplace orientation and becoming familiar with the operations of the small business. All work is undertaken under supervision and in accordance with the small business operating policies and Occupational Health and Safety procedures.
Required Reading: No required text.
Assessment: Assessments required include assignments, classwork, presentation.

VPAU605 ASSIST WITH THE PRESENTATION OF PUBLIC ACTIVITIES AND EVENTS
Locations: Secondary Schools on VETiS program.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to complete a range of tasks under supervision for the set up and operation of activities and events. As such the unit includes a general knowledge of the issues to be considered in staging any type of activities or event
Required Reading: No required text.

VU20067 MANAGE AND RESEARCH IMPORT AND EXPORT VENTURE
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to research and report on identifying, selecting and targeting a product or service for import or export to a country or region of choice.
Required Reading: No required text
Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

VU20069 MANAGE ECONOMIC TRENDS IN THE GLOBAL MARKET
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance, skill and knowledge required to manage economic trends by analysing data from global markets.
Required Reading: No required text
Assessment: Assessment may include class work, project work, assignments, topic tests and presentations.

VU20107 LAW OF TORTS
Locations: Footscray Nicholson, City King St.
Prerequisites:VU20111 - LEGAL PROCESS
Description: The purpose of this module is to provide a detailed knowledge and skills in the Law of Torts as might be relevant for a person engaged in the operation of a legal office, or associated fields in the public or corporate sectors.
Required Reading: No required text
Assessment: Assessment may include: written tests, class discussion, case study analysis, assignments.

VU20108 LAW OF CONTRACT
Locations: Footscray Nicholson, City King St.
Prerequisites:VU20111 - LEGAL PROCESS
Description: The purpose of this module is to provide a detailed knowledge of contract law as might be relevant to a person working in a legal office, private or public sector organisation or other area requiring a specialised knowledge of contract law principles and to enable the learner to evaluate contractual issues in both social and domestic, and commercial environments.
Required Reading: No required text
Assessment: Assessment may include : case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20109 PROPERTY LAW
Locations: Footscray Nicholson, City King St.
Prerequisites:VU20111 - LEGAL PROCESS
Description: The purpose of this module is to provide detailed knowledge of property

law as might be relevant to a person working in a legal office, conveyancing office, financial institution or lending mortgage department, government department, or other allied area requiring thorough knowledge of Property Law concepts and applications, including analysis of estates and interests, mortgages, easements, and covenants, tenancies, and adverse possession.

Required Reading: No required text

Assessment: Assessment methods may include: Case study analysis, short answers questions, written assignment, test/examination, oral presentation and project.

VU20110 LAW OF EVIDENCE

Locations: Footscray Nicholson, City King St.

Prerequisites:VU20111 - LEGAL PROCESS

Description: To provide learners with detailed knowledge and skills in the rules of evidence and procedure as they apply to civil and criminal trials as might be relevant to a person working in a legal office, an insurance company or associated fields in the public or corporate sectors. Knowledge of the rules of evidence will enable analysis and evaluation of evidence available in connection with the preparation of a case for trial.

Required Reading: No required text

Assessment: Assessment methods may include: Practical exercise, written tests, written assignment and case study analysis.

VU20111 LEGAL PROCESS

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: The purpose of the module is to provide detailed knowledge and skills of the Australian legal system as might be relevant for a person working in a legal office, or associated fields in the public or corporate sectors. Knowledge of the Australian legal system will enable analysis and evaluation of the institutions in the legal system, investigation and classification of the sources of Australian law and discussion and evaluation of the concepts underlying the application of law.

Required Reading: No required text

Assessment: Assessment methods may include: case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20112 COMMERCIAL LAW

Locations: Footscray Nicholson, City King St.

Prerequisites:VU20108 - LAW OF CONTRACTVU20111 - LEGAL PROCESS

Description: To provide the learner with the knowledge and skills in particular areas of commercial law, including partnerships, bankruptcy, business names, franchises and trusts, relevant to a person working in a legal office, private or public sector department, where a thorough knowledge of those areas is required.

Required Reading: No required text

Assessment: Assessment methods may include: case study analysis, short answers questions, written assignment/reports, oral presentations and project.

VU20113 PRACTISE IN A LEGAL ENVIRONMENT

Locations: Footscray Nicholson, City King St.

Prerequisites:VU20107 - LAW OF TORTSVU20108 - LAW OF CONTRACTVU20109 - PROPERTY LAWVU20110 - LAW OF EVIDENCEVU20111 - LEGAL PROCESSVU20112 - COMMERCIAL LAW

Description: To provide learners with knowledge and skills to initiate the client file, take instructions and provide required legislative information, consult with internal/external specialist(s), and prepare, develop and manage legal documents, to ensure that all necessary information is obtained and that documentation

accurately reflects the client's needs, according to organisational policies and procedures.

Required Reading: No required text

Assessment: Assessment methods may include: practical demonstration in a real work environment, role plays, oral/written short answers, case studies and group discussion.

VU20114 THE CONVEYANCING PROCESS

Locations: Footscray Nicholson, City King St.

Prerequisites:VU20109 - PROPERTY LAWVU20111 - LEGAL PROCESS

Description: The purpose of this module is to provide skills in the field of land contract law as might be relevant to a person working in a legal office, conveyancing department or office, financial institution or bank loans or mortgage department or other allied area requiring a comprehensive knowledge of the documents and procedure encountered in conveyancing transactions for the sale and purchase of Victorian land, and the effect of the relevant and associated legislation.

Required Reading: No required text

Assessment: Assessment method may include: case study analysis, short answer questions, written assignment/reports, oral presentations and project.

VU20115 FAMILY LAW

Locations: Footscray Nicholson, City King St.

Prerequisites:VU20111 - LEGAL PROCESS

Description: To provide knowledge and skills in the field of Family Law and the related fields of de facto relationships, enforcement of Family Court orders and related matters as skills desirable for a person engaged in the operation of a legal office, citizen's advice bureau or similar information service.

Required Reading: No required text

Assessment: Assessment methods may include: tests, practical exercises, case study, assignments and project.

VU20116 WILLS, PROBATE AND ADMINISTRATION

Locations: Footscray Nicholson, City King St.

Prerequisites:VU20111 - LEGAL PROCESS

Description: The purpose of the module is to provide and develop specialised skills in particular areas of Wills and Deceased Estates as might be desired for a person engaged in the operation of a legal office, or associated fields in the public or corporate sectors.

Required Reading: No required text

Assessment: Assessment may include: case study analysis, short answer questions, written assignments, oral presentations and project.

VU20117 CIVIL PROCEDURE

Locations: Footscray Nicholson, City King St.

Prerequisites:VU20110 - LAW OF EVIDENCEVU20111 - LEGAL PROCESS

Description: To provide skills and knowledge in the area of litigation and civil procedure including the civil jurisdiction, structure, procedure and operation of the courts in Victoria.

Required Reading: No required text

Assessment: Assessment methods may include: Test, practical exercise, assignment ,class discussion, case study analysis, short answer questions,oral presentation and project.

VU20118 CRIMINAL LAW

Locations: Footscray Nicholson, City King St.

Prerequisites:VU20111 - LEGAL PROCESS
Description: The purpose of this module is to provide detailed examination and analysis skills of criminal law as might be relevant to a person working in a legal office, for a legal aid provider or government department or in a criminal justice context and incorporates a study of criminal procedure, substantive aspects of criminal offences as defined in legislation and at common law and evaluation of law reform issues.
Required Reading: No required text
Assessment: Assessment methods may include: Test/written examination, case study analysis, short answers questions, written assignment, oral presentations and project.

VU20119 LAND CONTRACTS

Locations: Footscray Nicholson, City King St.
Prerequisites:VU20109 - PROPERTY LAWVU20111 - LEGAL PROCESSVU20114 - THE CONVEYANCING PROCESS
Description: The purpose of this module is to provide training in the field of land contract law as might be relevant to a person working in a legal office, Legal aid provider, government department, financial institution or bank loans or mortgage department or other allied area requiring a comprehensive knowledge of conveyancing duties of care, investigation of title, parties and procedures, small business transactions and subdivision rules.
Required Reading: No required text
Assessment: Assessment methods will include class based test, written assignments and case study analysis.

VU20120 MORTGAGES, LEASES AND BUILDING CONTRACTS

Locations: Footscray Nicholson, City King St.
Prerequisites:VU20109 - PROPERTY LAWVU20111 - LEGAL PROCESSVU20114 - THE CONVEYANCING PROCESS
Description: The purpose of this module is to provide skills and knowledge in the field of Land Contract law as might be relevant to a person working in a legal office, Legal aid provider, government department, financial institution or bank loans or mortgage department or other allied area requiring a detailed knowledge of the law of mortgages, and an examination of the appropriate rules relating to commercial leases and building contracts.
Required Reading: No required text
Assessment: Assessment methods may include: case study analysis, class based test, written assignment/reports and oral presentations.

VU20121 CONSUMER PROTECTION LAW

Locations: Footscray Nicholson, City King St.
Prerequisites:VU20108 - LAW OF CONTRACTVU20111 - LEGAL PROCESS
Description: To enable the learner to identify, examine areas of the law which relate to consumers, sellers and manufacturers as skills relevant to working in a legal office, a Legal Aid provider, government department, financial institution or other area dealing with consumers, suppliers of goods or services or manufacturers.
Required Reading: No required text
Assessment: Assessment methods may include: Test, case study, assignments and project.

VU20122 ADMINISTRATIVE LAW

Locations: Footscray Nicholson, City King St.
Prerequisites:VU20111 - LEGAL PROCESS
Description: To provide students with a knowledge of the major areas of administrative law including the structure of government in Australia, the legal

restraints on the use of governmental power, methods of review of government decisions and access to government information as might be relevant for a person working in a legal office, government department or agency or organization having dealings with government departments or agencies.
Required Reading: No required text
Assessment: Assessment methods may include: Tests, practical exercises, case study analysis and assignments.

VU20123 INTELLECTUAL PROPERTY AND BUSINESS LAW

Locations: Footscray Nicholson, City King St.
Prerequisites:VU20108 - LAW OF CONTRACTVU20111 - LEGAL PROCESS
Description: The purpose of this module is to provide detailed skills and knowledge in particular areas of intellectual property and business law relevant for a person engaged in the operation of a legal office, private or public sector organisation or other area requiring a specialised knowledge of business and intellectual property law principles.
Required Reading: No required text
Assessment: Assessment methods may include: Case study analysis, written assignment/reports, class based test and project.

VU20124 LEGAL RESEARCH METHOD

Locations: Footscray Nicholson, City King St.
Prerequisites:VU20111 - LEGAL PROCESS
Description: To provide learners with the knowledge and skills necessary to undertake research as might be required of a person working in a legal office or in associated fields in the public or corporate sectors.
Required Reading: No required text
Assessment: Assessment methods may include: class tests, written assignments and practical exercises.

VU20125 CORPORATIONS LAW

Locations: Footscray Nicholson, City King St.
Prerequisites:VU20111 - LEGAL PROCESS
Description: To provide skills and knowledge in the field of company and associations law as might be relevant to a person working in a legal office, financial institution, accounting office, government department or authority, or in the corporate section, who requires a thorough knowledge of company and associations law.
Required Reading: No required text
Assessment: Assessment methods may include: class test, assignments, case study analysis and project.

VU20126 EMPLOYMENT LAW

Locations: Footscray Nicholson, City King St.
Prerequisites:VU20111 - LEGAL PROCESSVU20108 - LAW OF CONTRACT
Description: The purpose of this module is to provide a detailed knowledge of the laws relating to employment that would be relevant to a person working in a legal office, government department or other allied areas.
Required Reading: No required text
Assessment: Assessment methods may include: class based test, case study analysis, written assignment and project.

VU20775 SHARE IDEAS IN THE WORKPLACE

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This competency standard covers the skills required to share idea/s with

others in the workplace in a range of contexts within the area of small business. This entails being confident in idea/s, selecting the most appropriate method to communicate it, accepting feedback and identifying areas for improvements.

Required Reading: No required text

Assessment: Evidence of the following is essential: - clear and confident definition of idea/s - effective expression of idea/s to others within a work context in the area of small business - ability to actively listen for both positive and negative feedback and modify idea/s accordingly.

WDB1001 ACCOUNTING

Locations: Footscray Nicholson, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit will provide the participant with the knowledge, skills and broad principles associated with accounting and financial management within a business environment.
Credit Points: 12

Learning Outcomes: On completion of this unit, students should demonstrate knowledge and skills to:

- Identify and describe different types of business;
- Prepare general purpose accounting reports from a list of account balances;
- Demonstrate the use of accounting information in the planning and control of business operations;
- Identify and evaluate relevant information required for short and long term decision making; and
- Use problem solving techniques to make accounting business decisions and effectively communicate the outcomes.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: School of Business and Hospitality (2008) Student Manual - Accounting Victoria University
Assessment: Case Study, Case Study assessment , 50%. Examination, Examination, 50%. These assessments are equivalent to 3000 words.

WDB1002 BUSINESS LAW PRINCIPLES

Locations: Footscray Nicholson, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. The unit involves identifying and complying with business legal and administrative requirements suitable for the businesses environment. It will provide students with an understanding of how to apply common law and statute law relating to business and to develop research and legal writing skills in English.
Credit Points: 12

Learning Outcomes: On completion of this unit, students will be able to:

- Distinguish between the various sources of Australian Law, the relationship between them and their applications.

- Examine the legal framework in which business operates, including the relevance of tortuous liabilities in managing the business environment.
- Analyse the impact of contract and consumer law on the operation of a business.
- Identify and determine the rights and responsibilities of employers and employees, their reciprocal nature, and the importance of co-operation in the workplace.
- Compare the different types of entities under which a business may be formed and operated.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester
Required Reading: Barron, M. L (2006) 5th Edition Fundamentals of Business Law McGraw-Hill Australia Pty Limited, North Ryde, NSW Graw, S. (2005) 5th Edition An Introduction to the Law of Contract Law Book Company, Thomson Legal & Regulatory Latimer, P. (2006) 25th Edition Australian Business Law Sydney CCH Australia Limited
Assessment: Assignment, Initial assignment, 10%. Assignment, 2 other assignments, 40%. Examination, Final examination, 50%. These assessments are equivalent to 3000 words. .

WDB1003 BUSINESS MATHEMATICS AND STATISTICS

Locations: Footscray Nicholson, City King St, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit covers the mathematical and statistical techniques necessary to describe and analyse data for the purpose of forecasting and managerial decision making in English. The unit will cover applications of mathematics and statistics. The mathematics component consists of algebra and its applications to business related problems, and break-even analysis. The statistics component consists of both descriptive and inferential statistics. It includes the collection, presentation and analysis of data, probability, forecasting and hypothesis testing.
Credit Points: 12

Learning Outcomes: On completion of this unit, students should demonstrate knowledge and skills to:

- Perform basic mathematical computations mainly percentage applications in business related problems including financial applications and depreciation.
- Conduct break even analysis using both graphical and algebraic approaches.
- Collect, summarise and present data, orally and in written English, including summary statistics and solve probability problems.
- Carry out statistical analysis of data and describe the process.
- Formulate and test a hypothesis and describe the outcomes.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Berenson, Levine, Krehbiel, Watson, Jayne and Turner (2007) Australasian and Pacific Edition Basic Business Statistics - Concepts and Applications Croucher, J.S. (2002) 4th Edition Introductory Mathematics and Statistics for Business McGraw-Hill Australia, Sydney
Assessment: Test, Test on learning outcomes 1 and 2, 10%. Test, Test on learning

outcome 3, 10%. Assignment, Assignment on aspects of all outcomes, 30%. Examination, Final examination on all outcomes, 50%. These assessments are equivalent to 3000 words.

WDB1004 ECONOMICS
Locations: Footscray Nicholson, City King St, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit of study introduces students to the basic principles of economics in terms of the micro and macro environments within which business operates. Students will also gain an understanding of domestic and international factors that affect business decision making in a globalised world.
Credit Points:12

Learning Outcomes: On completion of this unit ,students should demonstrate knowledge and skills to:

- Describe the meaning, significance and development of economics in terms of analysing the economic environment in which businesses operate.
- Examine the basic micro economic principles and analyse their effect on business within the economic environment in which businesses operate.
- Analyse key macroeconomic issues such as inflation, unemployment, external relations within the economic environment in which businesses operate.
- Examine government macro and micro economic policies and assess their impact on the economic environment in which business operates.

Class Contact: This unit will have 90 contact hours per semester hat is broken down into 5 hours per week over an 18 week semester.
Required Reading: To be advised by the lecturer.
Assessment: Assignment, Assignment consisting of applied problem solving exercises, 20%. Case Study, Case study based report (Integrated research report of up to 2000 words), 30%. Examination, Final examination, 50%. These assessments are equivalent to 3000 words. .

WDB1005 INFORMATION SYSTEMS
Locations: Footscray Nicholson, City King St, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit is focused on the role and application of information systems operating in business and reviews the range of different types of organisational information systems. Work will be carried out using complex and diverse methods and procedures where considerable discretion and judgement are required in solving a range of problems and making strategic decisions. This unit also covers: how to manage the identification, acquisition, development, analysis and use of appropriate information systems; and the hardware and software technology integral to business information systems.
Credit Points:12

Learning Outcomes: On completion of this unit students should demonstrate knowledge and skills to:

- Review and describe the fundamental concepts, issues and benefits of information systems;
- explain the nature of data, the characteristics of good quality information and the importance of knowledge in decision making;
- compare the potential contribution of information systems to the competitive advantage of different organisations.
- Demonstrate knowledge of information system development life cycle.
- Apply skills to manage data and information using personal productivity applications.
- Work collaboratively to research and communicate an understanding of information systems through written and oral business presentations.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Victoria University, School of Business Services (2011) Information Systems Learning Manual Victoria University, School of Business Services (2011) Information Systems Readings and Activities Kit
Assessment: Assignment, Integrated assignment , 50%. Examination, Final examination, 50%. These assessments are equivalent to 3000 words.

WDB1006 MARKETING
Locations: Footscray Nicholson, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit of study provides the fundamental skills required for students planning a career in management. This unit will cover: knowledge of organisation design, structure and the nature of management; individual and group behaviour in the context of ethical and diverse organisations and their internal and external environments; social responsibility and ethics in management; managing organisations through change and conflict; and leadership, change management and innovation.
Credit Points:12

Learning Outcomes: On completion of this unit students should demonstrate knowledge and skills to:

- Demonstrate knowledge and application of the principles underlying the development and implementation of marketing strategies.
- Analyse markets and marketing problems and develop appropriate strategies to provide marketing solutions.
- Outline the challenges confronting marketers in the global environment and develop marketing strategies that can be implemented to confront these challenges.

Class Contact:.This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester
Required Reading: Victoria University (2010) Marketing: Student Manual Victoria University (2010) Marketing: Student Workbook Armstrong & Kotler Marketing: An Introduction Pearson, Prentice Hall
Assessment: Case Study, Individual Case Study Part 1 - The Marketing Mix, 20%. Case Study, Group Case Study Part Two: The Marketing Mix Adjusted, 30%. Examination, Final examination, 50%. These assessments are equivalent to 3000 words.

WDB1007 MANAGEMENT

Locations: Footscray Nicholson, Offshore.
Prerequisites: Nil.
Description: This unit of study provides the fundamental competencies (knowledge, skills and values) for students planning a career in management. This unit will cover: knowledge of organisation design, structure and the nature of management; individual and group behaviour in the context of ethical and diverse organisations and their internal and external environments; social responsibility and ethics in management; managing organisations through change and conflict; and leadership, change management and innovation.
Credit Points:12

Learning Outcomes: On completion of this unit students should apply knowledge and skills to:

- Demonstrate knowledge of management theories and the nature of management and evaluate the operational environments, the social and ethical responsibilities, and the international considerations.
- Describe the nature of effective decision making, goal setting and planning strategies employed by managers.
- Differentiate between the types of organisation structures and explain the criteria for the selection and application of groups and teams to satisfy operational requirements.
- Differentiate between various motivational and leadership theories and explain the benefits derived by organisations.
- Describe the nature of management control and the process for achieving effective change in organisations.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Victoria University, School of Business Services (2010) Version 5.0 Management Student Manual
Assessment: Examination, Final Examination, 50%. Assignment, Assessment Task, 20%. Report, Report, 30%. These assessments are equivalent to 3000 words.

WDB1008 BUSINESS COMMUNICATIONS

Locations: Footscray Nicholson, City King St, Offshore.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit will provide the participant with an understanding of the key concepts of business and the related environment. The unit will focus on the principles of effective business communication, including the knowledge and skills to develop and integrate written and oral communication skills. The unit will cover: work and business environments; intra and inter-organisational communication principles (to establish and maintain effective workplace relationships); business research (data & information collection, analysis and organisation techniques); principles of negotiation skills for business; and plan, draft and produce workplace communication devices such as; planning and production of reports planning and production of workplace business documents planning and production of business presentations The emerging political, social, economic, technological and ethical issues impacting on businesses will be identified and investigated through a series of readings and experiential activities. Students will explore the personal and professional attributes necessary to engage within the business environment.
Credit Points:12

Learning Outcomes: On completion of this unit students should demonstrate knowledge and skills to:

- Develop communicative and academic skills for learning
- Demonstrate knowledge of the processes and roles of intra and inter organisational business communication
- Use business research processes for information collection and analysis
- Apply the principles of an effective business communication to plan, draft and produce a range of business communications genres.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Mohan, T, McGregor, H Saunders, S & Archee (2004) 2nd Edition Communicating as Professionals Thompson Education
Assessment: Examination, Final Examination, 40%. Assignment, Integrated Reserach Assignment, 60%. These assessments are equivalent to 3000 words.

WRRCA1B OPERATE RETAIL EQUIPMENT

Prerequisites: Nil.
Description: Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.
Assessment: This unit may be assessed by tests, assignments, classwork

WRRCS4B CO-ORDINATE INTERACTION WITH CUSTOMERS

Prerequisites: Nil.
Description: Implement customer service standards; Implement store policy regarding customer complaints; Communicate with management; Lead customer service team.
Required Reading:-
Assessment: This unit may be assessed by tests, assignments, classwork

WRRER3B MAINTAIN EMPLOYEE RELATIONS

Locations: Industry.
Prerequisites: Nil.
Description: Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRF1B BALANCE REGISTER/TERMINAL

Prerequisites: Nil.
Description: Remove takings from register/terminal; Reconcile takings.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRI5A MAINTAIN AND ORDER STOCK

Locations: Industry.
Prerequisites: Nil.
Description: Monitor receipt and dispatch of goods; Maintain stock records; Coordinate stocktake/cyclical count; Identify stock losses; Process order; Follow up order.
Required Reading: No required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRLP2B MINIMISE THEFT

Prerequisites: Nil.
Description: Apply routine store security; Minimise theft.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRLP3B MAINTAIN STORE SAFETY
Prerequisites: Nil.
Description: 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.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM1B MERCHANDISE PRODUCTS
Prerequisites: Nil.
Description: This unit encompasses the skills, knowledge and attitudes required to merchandise products within a retail store. It involves the arrangement and presentation of merchandise, setting up and maintaining displays and labelling or pricing stock.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM2B PERFORM ROUTINE HOUSEKEEPING DUTIES
Prerequisites: Nil.
Description: Organise work area; Clean work area.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM5A MONITOR IN-STORE VISUAL MERCHANDISING DISPLAY
Prerequisites: Nil.
Description: Interpret a visual merchandising plan; Monitor display requirements; Maintain displays to organization requirements and plan; Contribute to the visual merchandising standards of the organization.
Required Reading:-
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRM6A CREATE A DISPLAY FOR A SMALL BUSINESS
Locations: Industry.
Prerequisites: Nil.
Description: Identify the requirements of the display; Develop display ideas; Develop and implement display plan; Maintain display.
Required Reading: There is no required text.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO3B PROVIDE A SAFE WORKING ENVIRONMENT
Prerequisites: Nil.
Description: This unit is based on the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety. It encompasses the competencies involved in developing and implementing policies and procedures relating to occupational health and safety issues. It involves consulting with staff, assessing and controlling risks, establishing and maintaining record systems and evaluating policies and procedures.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO7A PROFILE A RETAIL MARKET
Prerequisites: Nil.
Description: Review the image of the store; Research market demands for the store; Profile the store's customer; Implement methods to attract customers to store.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRO9A LEAD A TEAM TO FOSTER INNOVATION
Prerequisites: Nil.

Description: This unit covers the skills and knowledge required to lead a workplace team in ways that foster innovative work practice. It covers the skills that are needed by individuals who are leading work teams on individual projects or in work in general. The skills cover the requirements for encouraging innovation within individual team members as well as a team as a whole. They include how to put a team together and keep it working well, how to structure work and monitor progress, how to ensure that the team have the information and skills they need and how to apply innovative work skills to the leadership role.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRPL3B INITIATE AND IMPLEMENT CHANGE
Prerequisites: Nil.
Description: Identify opportunities for increased sales and services; Evaluate changes; Negotiate change implement; Implement and evaluate change.
Assessment: As per accredited curriculum

WRRPM3B LEAD AND MANAGE PEOPLE
Prerequisites: Nil.
Description: 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.
Assessment: As per accredited curriculum

WRRS2B ADVISE ON PRODUCTS AND SERVICES
Prerequisites: Nil.
Description: Develop product/service knowledge; Recommend specialised products/services.
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRS4B BUILD RELATIONSHIPS WITH CUSTOMERS
Prerequisites: Nil.
Description: 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.
Required Reading:-
Assessment: This unit may be assessed by tests, assignments, classwork.

WRRSS15B RECOMMEND HAIR/BEAUTY/COSMETICS PRODUCTS
Prerequisites: Nil.
Description: Research store product range; Identify hair/beauty/cosmetic products; Recommend hair/beauty/ cosmetic products.
Assessment: This unit may be assessed by tests, assignments, classwork.

SCHOOL OF HEALTH AND COMMUNITY SERVICES

Below are details of courses offered by the School of Health and Community Services in 2013.

This information is also available online on the University's searchable courses database at www.vu.edu.au/courses

CERTIFICATE II IN COMMUNITY SERVICES

Course Code:CHC20108

Campus: Footscray Nicholson, Industry, St Albans, Off campus at Secondary Schools auspiced by Victoria University.

About this course: Prepare yourself for a rewarding career in community services work by gaining the skills and general theoretical base to further your qualifications in youth work, aged care or children's services. Learn to provide assistance, support and referrals to clients who are accessing a service or experiencing alcohol or drug problems.

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

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

Course Duration:1 year

Admission Requirements Year 12: The secondary schools interview and select students based on a combination of interest and academic performance.

Admission Requirements Mature Age: Interview

Admission Requirements VET: The secondary schools interview and select students based on a combination of interest and academic performance.

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE

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

Core

CHCCS211A	PREPARE FOR WORK IN THE COMMUNITY SECTOR	55
CHCCOM201C	COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION	15
CHCORG201B	FOLLOW POLICIES, PROCEDURES AND PROGRAMS OF THE ORGANISATION	15
CHCORG202C	WORK WITH OTHERS	15
HLTOHS200B	PARTICIPATE IN OHS PROCESSES	20

Electives

CHCFC301A	SUPPORT THE DEVELOPMENT OF CHILDREN	45
CHCAC318B	WORK EFFECTIVELY WITH OLDER PEOPLE	30
CHCCD307C	SUPPORT COMMUNITY RESOURCES	30
CHCCS405C	IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS	15
CHCDIS220B	PREPARE FOR DISABILITY WORK	30
HLTFA301C	APPLY FIRST AID	18
CHCGROUP302D	SUPPORT GROUP ACTIVITIES	20
CHCDIS301B	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	50
CHCGROUP201C	SUPPORT THE ACTIVITIES OF EXISTING GROUPS	20
CHCCS200D	DELIVER SERVICE TO CLIENTS	15
CHCCS308B	PROVIDE FIRST POINT OF CONTACT	30
CHCCS401B	FACILITATE RESPONSIBLE BEHAVIOUR	40
CHCCS411B	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	40
CHCIC201B	COMMUNICATE WITH CHILDREN	30
CHCCN301B	ENSURE THE HEALTH AND SAFETY OF CHILDREN	60
CHCRH401B	WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY	50
CHCCS421A	UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY	80
CHCAD401D	ADVOCATE FOR CLIENTS	20
CHCCW301C	OPERATE UNDER A CASEWORK FRAMEWORK	20
HLTCSD306C	RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR	20
CHCYTH301E	WORK EFFECTIVELY WITH YOUNG PEOPLE	40
CHCAOD201D	PREPARE FOR ALCOHOL AND OTHER DRUGS WORK	70

CHCMH301B	WORK EFFECTIVELY IN MENTAL HEALTH	50
CHCPR303D	DEVELOP UNDERSTANDING OF CHILDREN¿S INTERESTS AND DEVELOPMENTAL NEEDS	20
CHCPR301B	PROVIDE EXPERIENCES TO SUPPORT CHILDREN'S PLAY AND LEARNING	40
CHCAC316C	PROVIDE FOOD SERVICES	20
CHCRF301E	WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD	25
CHCOHS312B	FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK	30
CHCCOM302C	COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES	20
HLTFA402C	APPLY ADVANCED FIRST AID	30
CHCADMIN201D	UNDERTAKE BASIC ADMINISTRATIVE DUTIES	15
HLTFS201C	DISTRIBUTE MEALS AND REFRESHMENTS TO CLIENTS	20
HLTFS207C	FOLLOW BASIC FOOD SAFETY PRACTICES	20
HLTFS302C	PREPARE FOODS SUITABLE FOR A RANGE OF FOOD SERVICE SETTINGS	20
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
CHCRF301E	WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD	25

CERTIFICATE III IN COMMUNITY SERVICES WORK

Course Code:CHC30108
Campus:Industry, Melton, Sunshine, St Albans.

About this course:Develop skills to work in the community sector. You will gain a strong theoretical base for working directly with clients. This qualification is available as a broad-based qualification or with a focus on either community services or community development work.

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

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

Course Duration:0.5 years

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

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

Selection Processes:Direct Entry, Interview, Written Test

COURSE STRUCTURE

13 units must be selected for this qualification including:

- 8 compulsory units
- 5 elective units

A wide range of elective units is available and may include:

- Relevant electives listed below the compulsory units for this qualification
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages

Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages

Core Units

CHCADMIN305E	WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION	75
CHCCD412B	WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK	65
CHCCOM302C	COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES	20
CHCCS308B	PROVIDE FIRST POINT OF CONTACT	30
CHCCS411B	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	40
CHCNET301D	PARTICIPATE IN NETWORKS	20
CHCORG303B	PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT	20
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20

Elective Units

HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
CHCCHILD404A	SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE	40
CHCAOD402B	WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR	50

CHCGROUP302D	SUPPORT GROUP ACTIVITIES	20
CHCMH301B	WORK EFFECTIVELY IN MENTAL HEALTH	50
HLTFA301C	APPLY FIRST AID	18
CHCCS401B	FACILITATE RESPONSIBLE BEHAVIOUR	40
CHCCS422A	RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY	75
CHCAD401D	ADVOCATE FOR CLIENTS	20
CHCCS211A	PREPARE FOR WORK IN THE COMMUNITY SECTOR	55
CHCCS400A	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50

Active Volunteering Cluster

CHCVOL201A	BE AN EFFECTIVE VOLUNTEER	25
CHCCS401B	FACILITATE RESPONSIBLE BEHAVIOUR	40
CHCYTH301D	WORK EFFECTIVELY WITH YOUNG PEOPLE	40
CHCDIS301A	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	50
CHCAC318A	WORK EFFECTIVELY WITH OLDER PEOPLE	30
BSBATSIL502B	WORK WITH THE MANAGER	30
BSBATSIL509B	MANAGE SELF AS A BOARD MEMBER	30
BSBGOV401A	IMPLEMENT BOARD MEMBER RESPONSIBILITIES	60
CHCINF302C	MAINTAIN THE ORGANISATION'S INFORMATION SYSTEMS	40
CHCADMIN302C	PROVIDE ADMINISTRATIVE SUPPORT	20

Additional Electives

BSBGOV403A	ANALYSE FINANCIAL REPORTS AND BUDGETS	50
CHCRH401B	WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY	50
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20

CERTIFICATE III IN AGED CARE
Course Code:CHC30208
Campus: Werribee, Footscray Nicholson, Industry, St Albans.

About this course: Gain the skills and knowledge you require to start your career in the aged care industry. Work with elderly people in either a residential or community care environment.

Course Objectives: The objectives of this qualification are to deliver quality training to students to prepare them to work in the Aged Care Sector. Students will gain sound

theoretical and work based placement in an aged care service. This will enable students to be work ready and apply their training across a variety of aged care environments.

Careers: The career outcomes for people who complete this qualification are primarily in residential Aged Care Facilities. The job titles may include, accommodation support worker, personal care worker, aged care worker and support worker.

Course Duration:0.5 years

Admission Requirements Year 12: Sucessful completion of VCE or equivalent

Admission Requirements Mature Age: Demonstrated interest in the course as assessed by the University

Selection Processes: Direct Entry, Interview, Written Application

COURSE STRUCTURE

14 units must be achieved for this qualification including 10 compulsory units and 4 electives. A wide range of elective units may include units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also, where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other Training Packages.

CHCAC317A	SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE	20
CHCAC318B	WORK EFFECTIVELY WITH OLDER PEOPLE	30
CHCAC319A	PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA	55
CHCCS411B	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	40
CHCICS301A	PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS	50
CHCICS302A	PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS	15
CHCICS303A	SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING	30
CHCOHS312B	FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK	30
CHCPA301B	DELIVER CARE SERVICES USING A PALLIATIVE APPROACH	55
HLTAP301B	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH	70
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
CHCAC316C	PROVIDE FOOD SERVICES	20
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
HLTFA301C	APPLY FIRST AID	18

CHCCS305B	ASSIST CLIENTS WITH MEDICATION	40
CHCDIS302A	MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES	90
CHCMH301B	WORK EFFECTIVELY IN MENTAL HEALTH	50
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20
CHCCOM302C	COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES	20
CHCINF408C	COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS	40
HLTCPR201B	PERFORM CPR	3
CHCICS306B	PROVIDE BASIC FOOT SKIN AND NAIL CARE	25
CHCOHC406B	PROVIDE OR ASSIST WITH ORAL HYGIENE	40

CERTIFICATE III IN HOME AND COMMUNITY CARE

Course Code: CHC30308
Campus: Werribee, Footscray Nicholson, Industry, St Albans.

About this course: Work with people across a range of ages and disabilities in the Home and Community Care sector. You will learn skills to carry out activities to maintain personal care and other activities for people in their own homes or in community settings.

Course Objectives: The objectives of this qualification are to deliver quality training to students to prepare them to work in the Home and Community care sector. Students will gain sound theoretical and work based placement in home and community care settings. This will enable students to be work ready and apply their training across a variety of home and community care environments.

Careers: This qualification's career outcome is for work in the Home and Community Care Sector with services who provide care for clients in their own homes and other community settings. The role involves activities to maintain personal care and/or other activities of daily living. The job roles may include, care assistant, community care worker, support worker and in-home respite worker.

Course Duration: 0.5 years

Admission Requirements Other: Direct Application, Employer Choice.

Selection Processes: Direct Entry, Interview, Written Application, Written Test

COURSE STRUCTURE

14 units must be selected for this qualification including 9 compulsory and 5 elective units. A wide range of elective units available may include: Relevant grouped electives listed in purchasing guide to facilitated selection, units of competency to address workplace requirements and packaged at the level of this qualification of higher in Community Services and/or Health Training Packages. Also where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

CHCAC318B	WORK EFFECTIVELY WITH OLDER PEOPLE	30
CHCAC319A	PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA	55
CHCCS411B	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	40
CHCDIS301B	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	50
CHCHC311B	WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE	45
CHCICS301A	PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS	50
CHCICS302A	PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS	15
CHCICS304B	WORK EFFECTIVELY WITH CARERS	35
CHCOHS312B	FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK	30
CHCAC316C	PROVIDE FOOD SERVICES	20
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
HLTFA301C	APPLY FIRST AID	18
CHCCS305B	ASSIST CLIENTS WITH MEDICATION	40
CHCDIS302A	MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES	90
CHCMH301B	WORK EFFECTIVELY IN MENTAL HEALTH	50
CHCPA301B	DELIVER CARE SERVICES USING A PALLIATIVE APPROACH	55
CHCCOM302C	COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES	20
HLTAP301B	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH	70
CHCINF408C	COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS	40
CHCICS401A	FACILITATE SUPPORT FOR PERSONAL CARE NEEDS	50
HLTCSD307C	CARE FOR THE HOME ENVIRONMENT OF CLIENTS	20
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20
CHCICS409A	RECOGNISE AND RESPOND TO SUSPECTED ABUSE OF VULNERABLE PEOPLE	60
CHCOHC406B	PROVIDE OR ASSIST WITH ORAL HYGIENE	40
HLTCPR201B	PERFORM CPR	3

CERTIFICATE III IN CHILDREN'S SERVICES

Course Code:CHC30708
Campus: Werribee, Footscray Nicholson, Industry, St Albans.

About this course: Begin your career in children's services. This course covers the fundamentals of childhood development and caring for children. You will be able to plan leisure and play activities which focus on the child's development.. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in service provision.

Course Objectives: 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. 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.

Careers: Child care assistant, Outside school hours care assistant, Playgroup supervisor, Recreation assistant, Family day care worker and Child care worker.

Course Duration:0.5 years

Admission Requirements Other: To qualify for admission an applicant must be able to demonstrate to the satisfaction of the Head of School that they possess the necessary aptitude, skills and knowledge to undertake formal study and to work in Children's Services.

Selection Processes: Direct Entry, Interview, Written Application, Written Test

COURSE STRUCTURE

15 units must be achieved for this qualification: 11 compulsory units and 4 elective units.

Compulsory Units

CHCCHILD401A	IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK	30
CHCCN301B	ENSURE THE HEALTH AND SAFETY OF CHILDREN	60
CHCCN302A	PROVIDE CARE FOR CHILDREN	70
CHCCN303A	CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER	20
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
CHCFC301A	SUPPORT THE DEVELOPMENT OF CHILDREN	45
CHCIC301E	INTERACT EFFECTIVELY WITH CHILDREN	70
CHCPR301B	PROVIDE EXPERIENCES TO SUPPORT CHILDREN'S PLAY AND LEARNING	40
CHCPR303D	DEVELOP UNDERSTANDING OF CHILDREN¿S INTERESTS AND DEVELOPMENTAL NEEDS	20
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
HLTFA301C	APPLY FIRST AID	18

Electives

CHCCN305B	PROVIDE CARE FOR BABIES	40
CHCORG303B	PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT	20
CHCRF301E	WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD	25
CHCPR302A	SUPPORT SUSTAINABLE PRACTICE	30
CHCCOM302C	COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES	20

CERTIFICATE III IN EDUCATION SUPPORT

Course Code:CHC30808
Campus: Footscray Nicholson, Industry, St Albans.

About this course: Become a qualified teacher's aide and be an integral part of the modern classroom. You will learn how to support children and young people and contribute to their education. You could work as part of an education team in a variety of settings including public and independent schools and community education. This course may lead to further studies in education and career development.

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

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

Course Duration:0.5 years

Admission Requirements Other: Direct Entry

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

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

Core Units of Study

CHCCHILD301A	SUPPORT BEHAVIOUR OF CHILDREN AND YOUNG PEOPLE	30
CHCEDS301A	COMPLY WITH LEGISLATIVE, POLICY AND INDUSTRIAL REQUIREMENTS IN THE EDUCATION ENVIRONMENT	35
CHCEDS303A	CONTRIBUTE TO STUDENT EDUCATION IN ALL DEVELOPMENTAL DOMAINS	50
CHCEDS312A	WORK WITH DIVERSITY IN THE EDUCATION ENVIRONMENT	35
CHCEDS313B	COMMUNICATE WITH STUDENTS	35
CHCEDS314B	WORK EFFECTIVELY IN AN EDUCATION TEAM	35
CHCEDS316B	COMPLY WITH SCHOOL ADMINISTRATIVE REQUIREMENTS	30
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20

Elective Units of Study

CHCDIS411A	COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES	60
CHCCHILD401A	IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK	30
CHCDIS301B	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	50
CHCCS312A	USE ELECTRONIC LEARNING MATERIALS	15
CHCEDS306A	SUPPORT THE DEVELOPMENT OF WRITING SKILLS	50
CHCEDS315B	SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM	30
CHCEDS322A	SUPPORT STUDENTS WITH ENGLISH AS A SECOND LANGUAGE	35
CHCEDS305A	SUPPORT THE DEVELOPMENT OF READING SKILLS	45
HLTHIR404B	WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE	20
HLTFA301C	APPLY FIRST AID	18
CHCEDS434A	PROVIDE SUPPORT TO STUDENTS WITH AUTISM SPECTRUM DISORDER	50

CERTIFICATE IV IN AGED CARE

Course Code:CHC40108
Campus:Werribee, Footscray Nicholson, Industry.

About this course:Take your career one step further and expand on your current skills in Aged and Community Care. Develop your communication and leadership skills and learn how to provide services to older people who have complex needs.

Course Objectives:The objectives of this qualification are to deliver quality training to students to enable them to work in the Aged Care sector. The qualification entitles students to work in complex care settings and in a supervisory capacity. Students will gain sound theoretical and work based placement in aged and community

settings. This will prepare students to be work ready and apply their training across a variety of aged and community settings.

Careers:The career outcomes of this course are primarily within the Aged Care and Community Care sector across a range of working environments. The role includes duties associated with caring for people with complex needs and/or work in a supervisory capacity. Job titles include, care supervisor, care team leader, hostel supervisor, program coordinator.

Course Duration:1 year

Admission Requirements Year 12:Direct written application

Admission Requirements Mature Age:Direct written application, work experience, employer choice.

Selection Processes:Direct Entry, Interview, Written Application, Employer Choice, OtherThe selection process for this course is based on having completed the required prerequisites, a oral and written interview and industry experience in Aged Care

COURSE STRUCTURE

15 units must be selected for this qualification including 11 compulsory units and 4 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Health.

Core compulsory units

CHCAC412A	PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS	70
CHCAC416A	FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA	55
CHCAC417A	IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS	45
CHCAD401D	ADVOCATE FOR CLIENTS	20
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
CHCICS401A	FACILITATE SUPPORT FOR PERSONAL CARE NEEDS	50
CHCICS402A	FACILITATE INDIVIDUALISED PLANS	50
CHCINF403D	COORDINATE INFORMATION SYSTEMS	75
CHCNET404A	FACILITATE LINKS WITH OTHER SERVICES	70
CHCORG406B	SUPERVISE WORK	50

AND one only of the following units

HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20

or

| CHCOHS312B | FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK | 30 |

Elective Units

CHCCS305B	ASSIST CLIENTS WITH MEDICATION	40
CHCDIS409A	PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS	75
CHCMH402A	APPLY UNDERSTANDING OF MENTAL HEALTH ISSUES AND RECOVERY PROCESSES	60
CHCMH301B	WORK EFFECTIVELY IN MENTAL HEALTH	50
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20
HLTFA301C	APPLY FIRST AID	18
CHCPA301B	DELIVER CARE SERVICES USING A PALLIATIVE APPROACH	55
CHCCOM302C	COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES	20
CHCINF408C	COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS	40
CHCDIS301B	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	50
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
CHCORG405D	MAINTAIN AN EFFECTIVE WORK ENVIRONMENT	50
BSBMED201A	USE BASIC MEDICAL TERMINOLOGY	30
HLTCPR201B	PERFORM CPR	3
BSBMED301B	INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY	60
CHCCS411C	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	40
CHCAC318B	WORK EFFECTIVELY WITH OLDER PEOPLE	30
HLTAP301B	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH	70
CHCICS404A	PLAN AND PROVIDE ADVANCED BEHAVIOUR SUPPORT	85

CERTIFICATE IV IN HOME AND COMMUNITY CARE

Course Code:CHC40208
Campus: Werribee, Footscray Nicholson, Industry.

About this course: Make a difference in the lives of people in our community and learn to work with clients who have complex needs. This course will ensure you are work-ready as you gain theoretical and practical knowledge with work-based placements in a variety of home and community care settings.

Course Objectives: The objectives of this qualification are to deliver quality training to students to enable them to work in the Home and Community Care sector at a level which includes some complex care settings and/or supervisory roles. Students will gain sound theoretical and work based placement in home and community care settings. This will enable students to be work ready and apply their training across a variety of home and community care environments.

Careers: The career outcomes of this course are primarily within the Home and Community care sector across a range of working environments. They maybe required to carry out duties associated with caring for people with complex needs and/or work in supervisory roles. Job titles include assistant coordinator, assistant team leader, service coordinator and transport coordinator.

Course Duration:1 year

Admission Requirements Other: To gain entry into the Certificate IV in Home and Community Care applicants must be competent in the following units: CHCAC318A Work effectively with older people CHCDIS301A Work effectively with people with a disability CHCICS304A Work effectively with carers

Selection Processes: Direct Entry, Interview, Written Application

COURSE STRUCTURE

15 units must be selected for this qualification including 6 compulsory and 9 elective units. Elective units available may include relevant electives listed in purchasing guide, units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Also where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Core Units of Study

CHCAC416A	FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA	55
CHCCS411B	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	40
CHCHC401B	COORDINATE AND MONITOR HOME BASED SUPPORT	45
CHCICS402A	FACILITATE INDIVIDUALISED PLANS	50

and one of each of the following pairs of units:

| CHCOHS312B | FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK | 30 |

or

| HLTOHS300B | CONTRIBUTE TO OHS PROCESSES | 20 |

and

| HLTHIR403C | WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS | 20 |

or

| HLTHIR404D | WORK EFFECTIVELY WITH ABORIGINAL AND TORRES | 20 |

STRAIT ISLANDER PEOPLE

Elective Units of Study

CHCINF403D	COORDINATE INFORMATION SYSTEMS	75
CHCNET404A	FACILITATE LINKS WITH OTHER SERVICES	70
CHCORG406B	SUPERVISE WORK	50
CHCAC412A	PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS	70
HLTFA301C	APPLY FIRST AID	18
CHCAC417A	IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS	45
CHCAD401D	ADVOCATE FOR CLIENTS	20
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
CHCPA301B	DELIVER CARE SERVICES USING A PALLIATIVE APPROACH	55
CHCDIS302A	MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES	90
CHCDIS409B	PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS	75
CHCCOM302C	COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES	20
CHCCS305B	ASSIST CLIENTS WITH MEDICATION	40
HLTAP301B	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH	70
CHCICS401A	FACILITATE SUPPORT FOR PERSONAL CARE NEEDS	50
HLTCSD307C	CARE FOR THE HOME ENVIRONMENT OF CLIENTS	20

Industry Electives

HLTCPR201B	PERFORM CPR	3
CHCCOM403A	USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS	55
CHCCS426A	PROVIDE SUPPORT AND CARE RELATING TO LOSS AND GRIEF	55
CHCDIS400C	PROVIDE CARE AND SUPPORT	50
CHCICS406A	SUPPORT CLIENT SELF MANAGEMENT	50
CHCMH411A	WORK WITH PEOPLE WITH MENTAL HEALTH ISSUES	50
CHCICS409A	RECOGNISE AND RESPOND TO SUSPECTED ABUSE OF VULNERABLE PEOPLE	60

CHCOHC406B	PROVIDE OR ASSIST WITH ORAL HYGIENE	40
CHCADMIN403D	UNDERTAKE ADMINISTRATIVE WORK	50
CHCORG423C	MAINTAIN QUALITY SERVICE DELIVERY	45

CERTIFICATE IV IN DISABILITY
Course Code:CHC40308
Campus:Footscray Nicholson, Industry, City King St.

About this course:Develop the skills to provide support and training to people with disabilities in community-based and residential settings. Your support will enable people with disabilities to be more independent and self-reliant and participate more in the community. This Certificate can lead to employment in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients' homes.

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

Careers:Occupational titles may include: Behavioural support officer, Marketing coordinator, Development officer, Project officer (life enhancement team), Disability officer – day support, Residential care officer, Disability support officer / worker, Senior personal care assistant, Employment coordinator (disability), Social educator, Job coordinator, Social trainer, Lifestyle support officer, Supervisor, Local area coordinator

Course Duration:1 year

Admission Requirements Year 12:Year 12

Selection Processes:Direct Entry, Interview, Written Test

COURSE STRUCTURE

A total of 15 units must be completed for this qualification consisting of 10 compulsory units and 5 elective units.

Core

CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
CHCCS411A	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	40
CHCDIS301B	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	50
CHCDIS302A	MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES	90
CHCDIS405A	FACILITATE SKILLS DEVELOPMENT AND MAINTENANCE	50
CHCDIS410A	FACILITATE COMMUNITY PARTICIPATION AND INCLUSION	60
CHCDIS411A	COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES	60

CHCICS402A	FACILITATE INDIVIDUALISED PLANS	50
CHCICS305A	PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS	35
CHCOHS312B	FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK	30

Electives

HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTFA301C	APPLY FIRST AID	18
CHCCS305B	ASSIST CLIENTS WITH MEDICATION	40
HLTAP301B	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH	70
CHCCS424A	ADMINISTER AND MONITOR MEDICATIONS	60
CHCICS401A	FACILITATE SUPPORT FOR PERSONAL CARE NEEDS	50
CHCAC318B	WORK EFFECTIVELY WITH OLDER PEOPLE	30
CHCRH401B	WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY	50

CERTIFICATE IV IN ALCOHOL AND OTHER DRUGS

Course Code: CHC40408
Campus: Industry, Footscray Park.

About this course: Develop the skills required to provide a range of services and interventions to people with alcohol and other drug abuse problems. You will gain a theoretical knowledge base and the skills required to help them. You may find work in community-based organisations, residential rehabilitation services or outreach services.

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

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

Course Duration: 1 year

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

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE

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

Core Units

CHCAOD402B	WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR	50
CHCAOD408A	ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES	125
CHCAOD411A	PROVIDE INTERVENTIONS FOR PEOPLE WITH ALCOHOL AND OTHER DRUG ISSUES	70
CHCCM404A	UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS	50
CHCCOM403A	USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS	55
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
CHCOHS312B	FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK	30

Elective Units

CHCCHILD404A	SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE	40
CHCCS422A	RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY	75
CHCICS406A	SUPPORT CLIENT SELF MANAGEMENT	50
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
CHCAOD406D	WORK WITH CLIENTS WHO ARE INTOXICATED	50
CHCAOD409D	PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES	150
CHCYTH506A	PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES	115
CHCYTH407D	RESPOND TO CRITICAL SITUATIONS	90
CHCCD508C	SUPPORT COMMUNITY ACTION	90
CHCCD412B	WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK	65
HLTFA301C	APPLY FIRST AID	18
CHCORG405D	MAINTAIN AN EFFECTIVE WORK ENVIRONMENT	50
CHCMH401A	WORK EFFECTIVELY IN MENTAL HEALTH SETTINGS	45
CHCMH504D	PROVIDE A RANGE OF SERVICES TO PEOPLE WITH MENTAL HEALTH ISSUES	150
CHCAOD510A	WORK EFFECTIVELY WITH CLIENTS WITH COMPLEX	75

CERTIFICATE IV IN COMMUNITY SERVICES WORK

Course Code:CHC40708
Campus: Footscray Nicholson, Industry, St Albans.

About this course: Build on your knowledge and skills in community support services. This course covers workers who provide a range of services to clients, and/or who implement community education and interventions. You may find work in a range of contexts such as community-based organisations, residential rehabilitation services and outreach services where workers may have supervisory responsibilities.

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

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

Course Duration:1 year

Admission Requirements Year 12:VTAC

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

Selection Processes: Direct Entry, Interview, VTAC, Employer Choice

COURSE STRUCTURE

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

Core Units

CHCCD412B	WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK	65
CHCCHILD401A	IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK	30
CHCCOM403A	USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS	55
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
CHCCS411B	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	40
CHCCS412D	DELIVER AND DEVELOP CLIENT SERVICES	50
CHCCS422A	RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY	75
CHCORG405D	MAINTAIN AN EFFECTIVE WORK ENVIRONMENT	50
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20

Elective Units

CHCCM503C	DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT	75
CHCCM401D	UNDERTAKE CASE MANAGEMENT	20
CHCCM402D	ESTABLISH AND MONITOR A CASE PLAN	50
CHCCM404A	UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS	50
CHCAD401D	ADVOCATE FOR CLIENTS	20
CHCAD402D	SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS	75
CHCADMIN305D	WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION	75
CHCAOD402B	WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR	50
CHCAOD408A	ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES	125
CHCAOD406D	WORK WITH CLIENTS WHO ARE INTOXICATED	50
CHCAOD409D	PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES	150
HLTFA301C	APPLY FIRST AID	18
CHCGROUP403D	PLAN AND CONDUCT GROUP ACTIVITIES	50
CHCCS421A	UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY	80

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

Course Code:CHC41208
Campus: Industry.

About this course: Gain the skills and knowledge to work in vacation programs and before and after school care hours activities for school-aged children. You will learn about planning activities and providing care for children, facilitating play and leisure activities and achieving developmental outcomes. This course is designed for

individuals working in a full-time, part-time or voluntary basis as assistants in a range of school aged settings, including before and after school care, holiday/vacation programs and school-aged services.

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

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

Course Duration:9 months

Selection Processes: Direct Entry, Interview, Written Test

COURSE STRUCTURE

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

CHCCHILD401A	IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK	30
CHCCN301B	ENSURE THE HEALTH AND SAFETY OF CHILDREN	60
CHCCN303A	CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER	20
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
CHCFC301A	SUPPORT THE DEVELOPMENT OF CHILDREN	45
CHCOSHC401A	SUPPORT CHILDREN TO PARTICIPATE IN OUTSIDE SCHOOL HOURS CARE	45
CHCOSHC402B	DEVELOP AND IMPLEMENT ACTIVITIES IN OUTSIDE SCHOOL HOURS CARE	65
CHCOSHC403B	WORK EFFECTIVELY WITH CHILDREN IN OUTSIDE SCHOOL HOURS CARE	60
CHCPR301B	PROVIDE EXPERIENCES TO SUPPORT CHILDREN'S PLAY AND LEARNING	40
HLTFA301C	APPLY FIRST AID	18
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20

Electives

CHCORG303B	PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT	20
CHCPR302A	SUPPORT SUSTAINABLE PRACTICE	30
CHCORG611B	LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE	80
SRCCRO001B	ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT	10

CERTIFICATE IV IN YOUTH WORK
Course Code:CHC41808
Campus: Industry, Footscray Park, St Albans.

About this course: Launch your career as a youth worker and make a difference in a range of community-based programs. You will develop specialised skills required to work with young people and to run programs which will address their social, behavioural, health, welfare, developmental and protection needs.

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

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

Course Duration:1 year

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

Admission Requirements International:IELTS 5.5

Admission Requirements Mature Age: Employer Choice or Direct Application

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

COURSE STRUCTURE

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

Core Units

CHCCD412B	WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK	65
CHCCOM403A	USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS	55
CHCCS422A	RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY	75
CHCICS406A	SUPPORT CLIENT SELF MANAGEMENT	50
CHCYTH401B	ENGAGE RESPECTFULLY WITH YOUNG PEOPLE	55

CHCYTH402B	WORK EFFECTIVELY WITH YOUNG PEOPLE IN THE YOUTH WORK CONTEXT	60
CHCYTH403B	SUPPORT YOUNG PEOPLE TO CREATE OPPORTUNITIES IN THEIR LIVES	45
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20

And one of the following units:

CHCYTH407D	RESPOND TO CRITICAL SITUATIONS	90

or

CHCYTH404D	SUPPORT YOUNG PEOPLE IN CRISIS	40

Note, pre-requisite for this unit is:

CHCYTH301E	WORK EFFECTIVELY WITH YOUNG PEOPLE	40

Elective Units

CHCAOD402B	WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR	50
CHCCD508C	SUPPORT COMMUNITY ACTION	90
CHCCS401B	FACILITATE RESPONSIBLE BEHAVIOUR	40
HLTFA301C	APPLY FIRST AID	18
CHCCHILD401A	IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK	30
CHCCHILD404A	SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE	40
CHCCOM504A	DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION	80
CHCCS502B	MAINTAIN LEGAL AND ETHICAL WORK PRACTICES	70
CHCCS503A	DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS	70
CHCCS513B	MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT	45
CHCGROUP403D	PLAN AND CONDUCT GROUP ACTIVITIES	50
CHCNET404A	FACILITATE LINKS WITH OTHER SERVICES	70
CHCYTH504A	SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION	55

CHCYTH505D	SUPPORT YOUTH PROGRAMS	150
CHCYTH608C	MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS	150
HLTOHS401A	MAINTAIN WORKPLACE OHS PROCESSES	40
CHCYTH506A	PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES	115
CHCPOL403B	UNDERTAKE RESEARCH ACTIVITIES	50
CHCPOL504B	DEVELOP AND IMPLEMENT POLICY	90
CHCCD413D	WORK WITHIN SPECIFIC COMMUNITIES	70
CHCCH426B	SUPPORT CLIENT PARTICIPATION IN THE ORGANISATION	50
VBP714	PREPARE FOR TERTIARY RESEARCH AND STUDY	40
VBQU226	APPLY ESSENTIAL FURTHER STUDY SKILLS	90

DIPLOMA OF COMMUNITY SERVICES WORK

Course Code: CHC50608

Campus: Footscray Nicholson, Industry.

About this course: Gain skills, knowledge and understanding to work in the community welfare sector in service delivery to clients. Learn to deliver services, provide programs and develop projects for people in a range of community-based settings. Careers in community services/welfare work are demanding but rewarding, and our study programs are designed to address the social, behavioural, health, welfare, developmental and protection needs of the community.

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

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

Course Duration: 2 years

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

Admission Requirements International: IELTS 5.5

Admission Requirements Mature Age: Direct or VTAC entry

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

COURSE STRUCTURE

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

Core Units

Code	Unit	Hours
CHCCOM504A	DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION	80
CHCLD514A	ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES	100
CHCCD514A	IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES	70
CHCLD415A	CONFIRM CLIENT DEVELOPMENTAL STATUS	60
CHCCS500A	CONDUCT COMPLEX ASSESSMENT AND REFERRAL	65
CHCCSL501A	WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK	90
CHCCM503C	DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT	75
CHCCW503A	WORK INTENSIVELY WITH CLIENTS	75
CHCGROUP403D	PLAN AND CONDUCT GROUP ACTIVITIES	50
CHCORG428A	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE	120
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20

And one unit from each of the following groups of units

Code	Unit	Hours
CHCAD603A	PROVIDE SYSTEMS ADVOCACY SERVICES	90

And

Code	Unit	Hours
CHCCS502B	MAINTAIN LEGAL AND ETHICAL WORK PRACTICES	70

OR

Code	Unit	Hours
CHCCS522A	ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE	90

Pre-requisite unit for CHCCS522A

Code	Unit	Hours
CHCCS400A	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50

Electives

Code	Unit	Hours
VBP714	PREPARE FOR TERTIARY RESEARCH AND STUDY	40
CHCPOL403B	UNDERTAKE RESEARCH ACTIVITIES	50
CHCCSL503A	FACILITATE THE COUNSELLING RELATIONSHIP	120
CHCCD516A	WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES	95
CHCCS421A	UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN	80

COMMUNITY

Code	Unit	Hours
CHCCD505D	DEVELOP COMMUNITY RESOURCES	90
CHCORG506D	COORDINATE THE WORK ENVIRONMENT	90
CHCADMIN604A	MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION	90
CHCCD509C	SUPPORT COMMUNITY LEADERSHIP	90
CHCPOL504B	DEVELOP AND IMPLEMENT POLICY	90
CHCAOD408A	ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES	125
CHCCHILD401A	IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK	30
CHCYTH301E	WORK EFFECTIVELY WITH YOUNG PEOPLE	40
HLTFA301C	APPLY FIRST AID	18
CHCCSL507A	SUPPORT CLIENTS IN DECISION-MAKING PROCESSES	120
CHCAD401D	ADVOCATE FOR CLIENTS	20
CHCDIS322A	SUPPORT COMMUNITY PARTICIPATION AND INCLUSION	80
CHCCSL509A	REFLECT AND IMPROVE UPON COUNSELLING SKILLS	90
CHCNET503C	DEVELOP NEW NETWORKS	75
CHCCD508C	SUPPORT COMMUNITY ACTION	90
BSBPMG510A	MANAGE PROJECTS	60

DIPLOMA OF COMMUNITY DEVELOPMENT
Course Code:CHC50708
Campus:Footscray Nicholson, Industry.

About this course:Play a role in educating the public through programs on health advocacy and community consultation. This course will provide you with the theoretical knowledge and skills required for leadership and management in the community sector.

Course Objectives:Students will gain theoretical knowledge and specialised skills to facilitate the development and resourcing of communities in a range of contexts.

Careers:Community Development Officer, Community Builder, Neighbourhood Centre Manager, Project Manager, Settlement Worker, Community Housing Worker.

Course Duration:2 years

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

Admission Requirements International:IELTS 5.5

Admission Requirements Mature Age:Applicants will be assessed by the Selection officer as being capable of successfully completing the course. You may receive recognition of prior learning based on skills and knowledge acquired through previous

study, as in articulation, informal or formal learning or from work and/or life experience.

Admission Requirements Other: Applicants must have 2 years work experience and knowledge of community development or have achieved specified competency from the Certificate IV in Community Development.

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

COURSE STRUCTURE

To achieve this qualification 15 units must be successfully completed: 9 core units and 6 elective units. A wide range of elective units are available to address workplace requirements at this level or higher in the Community Services / Health Training Packages and other relevant national endorsed Training Packages approved by the School of Community Services.

Core Units

BSBPMG510A	MANAGE PROJECTS	60
CHCCD508C	SUPPORT COMMUNITY ACTION	90
CHCCD509C	SUPPORT COMMUNITY LEADERSHIP	90
CHCCD514A	IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES	70
CHCCD515A	COMMUNICATE EFFECTIVELY WITHIN A COMMUNITY DEVELOPMENT CONTEXT	70
CHCCD516A	WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES	95
CHCLD514A	ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES	100
CHCPOL403B	UNDERTAKE RESEARCH ACTIVITIES	50

And one of the following units

CHCCS522A	ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE	90

or

CHCCS502B	MAINTAIN LEGAL AND ETHICAL WORK PRACTICES	70

Electives

VBP714	PREPARE FOR TERTIARY RESEARCH AND STUDY	40
CHCAD603A	PROVIDE SYSTEMS ADVOCACY SERVICES	90
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
CHCORG428A	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE	120

CHCCS421A	UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY	80
CHCCS500A	CONDUCT COMPLEX ASSESSMENT AND REFERRAL	65
CHCORG506D	COORDINATE THE WORK ENVIRONMENT	90
CHCPOL505B	MANAGE RESEARCH ACTIVITIES	75
CHCCM503C	DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT	75
CHCCSL501A	WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK	90
CHCCD412A	WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK	65
CHCCD505D	DEVELOP COMMUNITY RESOURCES	90
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
CHCADMIN403C	UNDERTAKE ADMINISTRATIVE WORK	50
CHCGROUP403D	PLAN AND CONDUCT GROUP ACTIVITIES	50
CHCAOD408A	ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES	125
CHCCD404D	DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS	125
CHCINF505C	MEET STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS	90
CHCNET503C	DEVELOP NEW NETWORKS	75
HLTOHS400A	MAINTAIN OHS PROCESSES	40

DIPLOMA OF CHILDREN'S SERVICES (EARLY CHILDHOOD EDUCATION AND CARE)

Course Code:CHC50908
Campus: Werribee, Footscray Nicholson, Industry, Melton, St Albans.

About this course: Become a fully qualified child care supervisor where you will be responsible for planning, implementing and managing programs in early childhood services. In most states this is the highest qualification required at director or service manager level for children's service centre-based care, and you will learn all the licensing, accreditation and duty of care requirements.

Course Objectives: This qualification covers workers in children¿s services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements. At this level workers have responsibility for supervision of other staff and volunteers. In most states it is the highest qualification required at director or service manager level for children¿s service centre-based care.

Careers: Child care supervisor, director, service manager

Course Duration:2 years

Admission Requirements Year 12: To gain entry students must complete CHC30708 Certificate III in Children's Services. Apply via VTAC

Admission Requirements International:IELTS 5.5 To gain entry students must complete CHC30708 Certificate III in Children's Services.

Admission Requirements Mature Age: To gain entry students must complete CHC30708 Certificate III in Children's Services. Apply via: VTAC, Direct Entry, interview, written application

Selection Processes: Direct Entry, Interview, Written Application, Written Test, VTAC

COURSE STRUCTURE

18 units must be selected for this qualification including 13 compulsory units and 5 elective units. A wide range of elective units are available and may include units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages. Where appropriate, workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

CHCCN511B	ESTABLISH AND MAINTAIN A SAFE AND HEALTHY ENVIRONMENT FOR CHILDREN	40
CHCFC502A	FOSTER PHYSICAL DEVELOPMENT IN EARLY CHILDHOOD	45
CHCFC503A	FOSTER SOCIAL DEVELOPMENT IN EARLY CHILDHOOD	70
CHCFC504A	SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN EARLY CHILDHOOD	50
CHCFC505A	FOSTER COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD	85
CHCFC506A	FOSTER CHILDREN¿S LANGUAGE AND COMMUNICATION DEVELOPMENT	100
CHCIC501B	MANAGE CHILDREN¿S SERVICES WORKPLACE PRACTICE TO ADDRESS REGULATIONS AND QUALITY ASSURANCE	120
CHCIC510A	ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING COOPERATIVE BEHAVIOUR	40
CHCIC512A	PLAN AND IMPLEMENT INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS	40
CHCPR502E	ORGANISE EXPERIENCES TO FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT	80
CHCPR509A	GATHER, INTERPRET AND USE INFORMATION ABOUT CHILDREN	70
CHCPR510B	DESIGN, IMPLEMENT AND EVALUATE PROGRAMS AND CARE ROUTINES FOR CHILDREN	170
CHCRF511A	WORK IN PARTNERSHIP WITH FAMILIES TO PROVIDE APPROPRIATE CARE FOR CHILDREN	70
CHCCN305B	PROVIDE CARE FOR BABIES	40

CHCORG303C	PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT	20
CHCRF301E	WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD	25
CHCPR302A	SUPPORT SUSTAINABLE PRACTICE	30
CHCCOM302D	COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES	20
CHCIC302A	SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN'S SERVICES	30
CHCIC511A	IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES IN CHILDREN'S SERVICES	40
CHCFC508A	FOSTER CHILDREN'S AESTHETIC AND CREATIVE DEVELOPMENT	70
CHCPR515A	DEVELOP AND IMPLEMENT A PROGRAM TO SUPPORT SUSTAINABLE PRACTICE	50
CHCORG428A	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE	120
CHCCN303A	CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER	20

DIPLOMA OF CHILDREN'S SERVICES (OUTSIDE SCHOOL HOURS CARE)
Course Code:CHC51008
Campus: Industry, St Albans.

About this course: Advance your career in children's services with a course that provides training in co-ordination and management. The course is designed for individuals working in a full-time, part-time or voluntary basis as assistants in a range of school-aged settings, including before and after school care, vacation programs and school-aged services. The course includes units on childhood development, caring for children, and management of children's services.

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

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

Course Duration:1 year

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

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

COURSE STRUCTURE

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

CHCCN511B	ESTABLISH AND MAINTAIN A SAFE AND HEALTHY ENVIRONMENT FOR CHILDREN	40
CHCFC512A	FOSTER PHYSICAL DEVELOPMENT IN MIDDLE CHILDHOOD	40
CHCFC513A	FOSTER SOCIAL DEVELOPMENT IN MIDDLE CHILDHOOD	70
CHCFC514A	SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN MIDDLE CHILDHOOD	40
CHCFC515A	FOSTER COGNITIVE DEVELOPMENT IN MIDDLE CHILDHOOD	70
CHCIC501B	MANAGE CHILDREN¿S SERVICES WORKPLACE PRACTICE TO ADDRESS REGULATIONS AND QUALITY ASSURANCE	120
CHCIC510A	ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING COOPERATIVE BEHAVIOUR	40
CHCIC512A	PLAN AND IMPLEMENT INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS	40
CHCPOL504B	DEVELOP AND IMPLEMENT POLICY	90
CHCPR510B	DESIGN, IMPLEMENT AND EVALUATE PROGRAMS AND CARE ROUTINES FOR CHILDREN	170
CHCRF511A	WORK IN PARTNERSHIP WITH FAMILIES TO PROVIDE APPROPRIATE CARE FOR CHILDREN	70
CHCIC302A	SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN'S SERVICES	30
CHCIC511A	IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES IN CHILDREN'S SERVICES	40
CHCFC508A	FOSTER CHILDREN'S AESTHETIC AND CREATIVE DEVELOPMENT	70
CHCORG428A	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE	120
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
CHCPR515A	DEVELOP AND IMPLEMENT A PROGRAM TO SUPPORT SUSTAINABLE PRACTICE	50
BSBMGT401A	SHOW LEADERSHIP IN THE WORKPLACE	50
CHCORG627B	PROVIDE MENTORING SUPPORT TO COLLEAGUES	60

DIPLOMA OF YOUTH WORK
Course Code:CHC51408
Campus:Industry, Footscray Park, St Albans.

About this course:Develop the skills required to work as a supervisor or coordinator to develop and facilitate programs for young people. The Diploma of Youth Work trains you to be responsible for programs and services designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people, managed through a range of community and institution-based agencies.

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

Careers:Case Manager, Co-ordinator Youth and Family Services, Co-ordinator Youth Services, Program Manager, Senior Case Worker, Senior Youth Worker, Youth Work Team Leader.

Course Duration:1 year

Admission Requirements Year 12:To qualify for admission students must demonstrate experience either paid or unpaid in the Youth Work sector or Community Services Industry.

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

Selection Processes:Direct Entry, Interview, Written Application, VTAC, OtherDirect Application Entry, Interview, Written Application.

COURSE STRUCTURE

The units in the Certificate IV in Youth Work are pre-requisites for entry to this qualification. To qualify for the qualification, participants must successfully complete a total of 15 units or study, comprising of 12 core units and 3 elective units in accordance with the packaging rules specified in CHC08 Community Services Training Package.

Core Units

CHCCS502B	MAINTAIN LEGAL AND ETHICAL WORK PRACTICES	70
CHCCS503A	DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS	70
CHCGROUP403D	PLAN AND CONDUCT GROUP ACTIVITIES	50
CHCCS513B	MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT	45
CHCCOM504A	DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION	80
CHCNET404A	FACILITATE LINKS WITH OTHER SERVICES	70
CHCYTH505D	SUPPORT YOUTH PROGRAMS	150
HLTOHS401A	MAINTAIN WORKPLACE OHS PROCESSES	40

CHCYTH504A	SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION	55
CHCYTH608C	MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS	150
CHCCHILD404A	SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE	40
CHCYTH506A	PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES	115

Elective Units

CHCORG506D	COORDINATE THE WORK ENVIRONMENT	90
CHCPOL504B	DEVELOP AND IMPLEMENT POLICY	90
CHCPOL403B	UNDERTAKE RESEARCH ACTIVITIES	50
CHCCD508C	SUPPORT COMMUNITY ACTION	90
CHCCS422A	RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY	75
CHCYTH407D	RESPOND TO CRITICAL SITUATIONS	90
CHCCD412B	WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK	65
CHCYTH403B	SUPPORT YOUNG PEOPLE TO CREATE OPPORTUNITIES IN THEIR LIVES	45
CHCYTH402B	WORK EFFECTIVELY WITH YOUNG PEOPLE IN THE YOUTH WORK CONTEXT	60
CHCICS406A	SUPPORT CLIENT SELF MANAGEMENT	50
CHCCOM403A	USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS	55
CHCYTH401B	ENGAGE RESPECTFULLY WITH YOUNG PEOPLE	55
CHCAOD402B	WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR	50
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
HLTFA301C	APPLY FIRST AID	18
HLTHIR403B	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
CHCCM404A	UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS	50

DIPLOMA OF COMMUNITY SERVICES (FINANCIAL COUNSELLING)

Course Code:CHC52108
Campus: Industry, City Flinders.

About this course: The Diploma of Community Services (Financial Counselling) is designed to teach you how to provide services to assist people faced with debt and other financial issues. You can build on your existing knowledge and experience of the community services industry. You will gain skills in client assessment, specialist casework, community networking and engagement. You will also learn about how social and systematic issues and the current political climates impact on consumers.

Course Objectives: This qualification applies to financial counselling, which is a specialist service assisting people faced with debt and other financial issues. This work requires skills in:

- Client assessment and related case work, referral and intervention skills, including consumer advocacy
- Community networking, community engagement and education and systemic advocacy
- Understanding of social and systemic issues that impact on financial counselling clients
- Understanding of the concepts of chronic poverty and financial hardship
- Knowledge of basic community law skills including familiarity with a number of Consumer Law Acts relating to credit and debt issues affecting clients and their rights and obligations
- Knowledge of the application of related Acts such as the Social Security Act, and other legislations relating to human rights
- Financial counsellors require essential knowledge and skills to work within casework, community development and social justice contexts
- Knowledge, paralegal skills and competencies especially with regard to consumer low credit and debt issues affecting clients and their rights and obligations
- Awareness of current political climate and impact on low income and vulnerable consumers
- Casework, community development and social justice contexts.

Careers: Career outcomes include Financial counsellor, Rural financial counsellor and Senior financial counsellor.

Course Duration:2 years

Admission Requirements Year 12: Completion of VCE and 1 year of Relevant Community Sector experience.

Admission Requirements Mature Age:1 year of Relevant Community Sector experience. Demonstrate knowledge and technical financial skills as assessed by the University.

Admission Requirements Other: Relevant Community Sector experience. Demonstrate knowledge and technical financial skills as assessed by the University.

Selection Processes: Direct Entry, Interview, Written Test, OtherA state-wide moderated selection process exists which incorporates a requirement of completion of year 12 or equivalent and Community sector experience; selection interview; reading comprehension and written assessment.

COURSE STRUCTURE

To gain entry into CHC52108 Diploma of Community Services (Financial counselling) it is recommended that candidates have sufficient relevant work

experience to indicate likely success at this level of qualification in a job role involving: • The self-directed application of knowledge with substantial depth in some areas • The exercise of independent judgement and decision-making • The application of relevant technical and other skills.   To gain the qualification CHC52108 Diploma of Community Services (Financial counselling)17 units must be completed including 11 cores units and 6 elective units.

Core National Units

CHCAD401D	ADVOCATE FOR CLIENTS	20
CHCCD404D	DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS	125
CHCCS411B	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	40
CHCCSL501A	WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK	90
CHCCSL502A	APPLY SPECIALIST INTERPERSONAL AND COUNSELLING INTERVIEW SKILLS	60
CHCCSL503A	FACILITATE THE COUNSELLING RELATIONSHIP	120
CHCCSL507A	SUPPORT CLIENTS IN DECISION-MAKING PROCESSES	120
CHCCSL509A	REFLECT AND IMPROVE UPON COUNSELLING SKILLS	90
CHCFIN501A	IDENTIFY AND APPLY TECHNICAL INFORMATION TO ASSIST CLIENTS WITH FINANCIAL ISSUES	60
CHCFIN502A	FACILITATE THE FINANCIAL COUNSELLING PROCESS	55
CHCFIN503A	DEVELOP AND USE FINANCIAL COUNSELLING TOOLS AND TECHNIQUES	55

Required Additional Units

CHCLEG411A	USE RELEVANT LEGISLATION IN RESPONSE TO CLIENT NEEDS	50
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
CHCAD603A	PROVIDE SYSTEMS ADVOCACY SERVICES	90

VU Selected Electives

Select three (3) relevant elective units from these options:

CHCCM503C	DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT	75
CHCCH427A	WORK EFFECTIVELY WITH PEOPLE EXPERIENCING OR AT RISK OF HOMELESSNESS	70
CHCGMB502A	ASSESS THE NEEDS OF CLIENTS WITH PROBLEM GAMBLING ISSUES	60
CHCCOM504A	DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION	80
CHCMH408B	PROVIDE INTERVENTIONS TO MEET THE NEEDS OF	90

CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES

Where work involves a specific focus on Aboriginal and Torres Strait Islander and/or culturally diverse clients or communities, one of both of the following electives is recommended:

HLTHIR403B	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTHIR404B	WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE	20

Financial Counsellors specifically employed under the Rural Financial Counselling program must complete the unit:

CHCFIN504A	WORK EFFECTIVELY IN RURAL FINANCIAL COUNSELLING	50

and two of the following four elective units:

RTE5523A	DEVELOP CLIMATIC RISK MANAGEMENT STRATEGIES	120
RTE5902A	DEVELOP AND REVIEW A BUSINESS PLAN	150
RTE5912A	PLAN AND MONITOR PRODUCTION PROCESSES	120
RTE5916A	PREPARE AND MONITOR BUDGETS AND FINANCIAL REPORTS	140
CHCGMB503A	PROVIDE COUNSELLING FOR CLIENTS WITH PROBLEM GAMBLING ISSUES	70

ADVANCED DIPLOMA OF DISABILITY
Course Code:CHC60108
Campus:Footscray Nicholson, Industry.

About this course:Develop the skills required to manage disability services, departments and projects in a range of community organisations and government services. These services may include sectors such as housing, children's services, alcohol and other drugs, mental health, disability, aged and community care.

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

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

Course Duration:2 years

Selection Processes:Direct Entry, Interview

COURSE STRUCTURE

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

Core units

CHCAD603A	PROVIDE SYSTEMS ADVOCACY SERVICES	90
CHCADMIN604B	MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION	90
CHCCS604A	MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS	90
CHCCS607D	COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS	75
CHCDIS511A	COORDINATE SERVICES FOR PEOPLE WITH DISABILITIES	125
CHCINF604C	MANAGE THE ORGANISATION'S INFORMATION SYSTEMS	75
CHCNET503C	DEVELOP NEW NETWORKS	75
CHCORG428A	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE	120
CHCORG607C	MANAGE WORKPLACE ISSUES	75
CHCORG608D	ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES	75
CHCORG610B	MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION	150
CHCORG611B	LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE	80
CHCORG619C	MANAGE QUALITY OF ORGANISATION¿S SERVICE DELIVERY OUTCOMES	90
CHCORG620C	PROMOTE AND REPRESENT THE SERVICE	90
HLTOHS501A	MANAGE WORKPLACE OHS PROCESSES	40

And one of the following units

CHCCOM403A	USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS	55

or

CHCCOM504A	DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION	80

Elective Units

CHCMH504D	PROVIDE A RANGE OF SERVICES TO PEOPLE WITH MENTAL HEALTH ISSUES	150
CHCCS422A	RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY	75
CHCCW503A	WORK INTENSIVELY WITH CLIENTS	75

CHCORG627B	PROVIDE MENTORING SUPPORT TO COLLEAGUES	60
CHCPOL606B	COORDINATE POLICY DEVELOPMENT	90
CHCPOL504B	DEVELOP AND IMPLEMENT POLICY	90
CHCORG614A	MANAGE A COMMUNITY SECTOR ORGANISATION	80
CHCPOL701A	USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE	60
CHCORG615C	PROMOTE THE ORGANISATION	130
CHCINF606C	MANAGE INFORMATION STRATEGICALLY	90
BSBOHS509A	ENSURE A SAFE WORKPLACE	60
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20

ADVANCED DIPLOMA OF CHILDREN¿S SERVICES

Course Code:CHC60208

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

About this course: Advance your career in childcare and learn the skills to become a program manager or director of a children¿s services centre. This Advanced Diploma, delivered predominantly online, will develop your skills so you can provide specialist children¿s services. You will learn how to:

- manage child care settings and run services in early childhood education and care
- work intensively with clients with complex needs
- mentor and supervise other workers.

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

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

Course Duration:1 year

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

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

COURSE STRUCTURE

13 units must be selected for this qualification including: • 7 compulsory units • 6 elective units A wide range of elective units is available and may include: - Relevant electives listed below the compulsory units for this qualification — with some grouping to facilitate selection At least TWO electives must be selected from the group of general electives - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services

and/or Health Training Packages - Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Compulsory Units

BSBMGT608B	MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT	70
CHCCS502B	MAINTAIN LEGAL AND ETHICAL WORK PRACTICES	70
CHCCS604A	MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS	90
CHCORG611B	LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE	80
CHCORG620C	PROMOTE AND REPRESENT THE SERVICE	90
CHCORG624D	PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY	120
CHCORG627B	PROVIDE MENTORING SUPPORT TO COLLEAGUES	60

Electives

CHCIC302A	SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN'S SERVICES	30
CHCIC620C	MANAGE COMPLEX BEHAVIOURAL SITUATIONS	30
CHCINF604C	MANAGE THE ORGANISATION'S INFORMATION SYSTEMS	75
CHCORG428A	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE	120
BSBMKG514A	IMPLEMENT AND MONITOR MARKETING ACTIVITIES	50
CHCORG610B	MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION	150

ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT
Course Code:CHC60308
Campus: Footscray Nicholson, Industry.

About this course: Develop the skills required to put you at the forefront of the community sector. You will learn how to manage risk, finances, human resources, occupational health and safety processes, change and innovation. You will be qualified to work in areas that make a real difference in people's lives such as housing, children's services, mental health and a wide variety of others.

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

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

Course Duration:2 years

Admission Requirements Mature Age: Direct Entry

133

Selection Processes: Direct Entry, Interview, Written Application, Written Test

COURSE STRUCTURE

To achieve this qualification students must complete 13 units consisting of 5 core units and 8 elective units.

Core

BSBRSK501A	MANAGE RISK	60
CHCADMIN604B	MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION	90
CHCORG605A	MANAGE HUMAN RESOURCES IN A COMMUNITY SECTOR	60
CHCORG610B	MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION	150
HLTOHS501A	MANAGE WORKPLACE OHS PROCESSES	40

Electives

CHCCOM504A	DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION	80
CHCORG607C	MANAGE WORKPLACE ISSUES	75
CHCORG611B	LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE	80
CHCORG614B	MANAGE A COMMUNITY SECTOR ORGANISATION	80
CHCPOL701A	USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE	60
PSPMNGT605B	MANAGE DIVERSITY	60
CHCORG627B	PROVIDE MENTORING SUPPORT TO COLLEAGUES	60
CHCORG615C	PROMOTE THE ORGANISATION	130
CHCPOL606B	COORDINATE POLICY DEVELOPMENT	90
CHCPOL504B	DEVELOP AND IMPLEMENT POLICY	90
CHCORG619C	MANAGE QUALITY OF ORGANISATION¿S SERVICE DELIVERY OUTCOMES	90
CHCINF604C	MANAGE THE ORGANISATION'S INFORMATION SYSTEMS	75
CHCCS604A	MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS	90
CHCORG608D	ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES	75
CHCCS607D	COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS	75

CHCORG620C	PROMOTE AND REPRESENT THE SERVICE	90
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
BSBMGT608B	MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT	70

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

Course Code:CHC70208
Campus: Industry.

About this course: Are you an advanced practitioner in the Community Services sector? This qualification is intended to develop specialist knowledge and skills and strengthen your capabilities in to a high level, helping you make independent and complex judgements in specialised fields of practice. Graduates will work in advanced case-management and assessment roles in statutory and voluntary contexts.

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

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

Course Duration:1 year

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

Selection Processes: Direct Entry, Interview

COURSE STRUCTURE

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

CHCCS805B	UNDERTAKE PROFESSIONAL REFLECTION	75
CHCORG701C	PROVIDE LEADERSHIP AS A PRACTITIONER IN COMMUNITY SERVICES	60
CHCPOL701B	USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE	60
CHCAD504B	PROVIDE ADVOCACY AND REPRESENTATION SERVICES	80

CHCCM701B	UNDERTAKE ADVANCED CLIENT ASSESSMENTS	75
CHCCM702B	IMPLEMENT GOAL DIRECTED CARE PLANNING	75
CHCCM703A	APPLY EFFECTIVE CASE MANAGEMENT PRACTICE	75
CHCCM705C	WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX SITUATIONS	65
CHCORG609D	MANAGE PROJECTS AND STRATEGIES	90
CHCCS400C	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50

CERTIFICATE II IN HEALTH SUPPORT SERVICES

Course Code:HLT21207
Campus: Industry, Approved Secondary Schools.

About this course: The Certificate II in Health Support Services is an entry level qualification for workers who provide support in health services. The course will help you to gain employment in the health or community care industry. It provides an entry platform if you want to pursue further studies in these fields.

Course Objectives: This qualification covers workers who provide support for the effective functioning of health services. These workers do not provide direct care assistance functions such as assisting other staff with the care of clients. This certificate enables people to gain employment in the health or community care industry and provides an entry platform to those who would like to pursue further studies in these fields.

Careers: Occupations may include:Hospital assistant, Administration support, Support services worker, Clerk, Maintenance assistant in a hospital or community services industry.

Course Duration:2 years

Admission Requirements VET: Secondary School choice as assessed by the University Interview

Selection Processes: Interview, Written Application

COURSE STRUCTURE

To receive this qualification you are required to obtain 12 units of competency including:

- Four (4) Core units
- Eight (8) Elective Units

Core Units

HLTHIR301B	COMMUNICATE AND WORK EFFECTIVELY IN HEALTH	20
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
HLTOHS200B	PARTICIPATE IN OHS PROCESSES	20

BSBWOR203A	WORK EFFECTIVELY WITH OTHERS	15

Elective Units Selected from the list below or where appropriate to the workplace requirements approved by the school in accordance to the Health (HLT07) Training Package guidelines.

Client Support Electives

HLTCSD201C	MAINTAIN HIGH STANDARD OF CLIENT SERVICE	30
HLTCSD203C	PREPARE AND MAINTAIN BEDS	15
HLTCSD306C	RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR	20
HLTCSD208C	TRANSPORT CLIENTS	20
HLTHSE204C	FOLLOW SAFE MANUAL HANDLING PRACTICES	20

Cultural awareness and respectful practice Electives

HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20

Health Administration Electives

BSBADM101A	USE BUSINESS EQUIPMENT AND RESOURCES	15

Additional Electives

HLTFA301C	APPLY FIRST AID	18
BSBMED201A	USE BASIC MEDICAL TERMINOLOGY	30
BSBMED301B	INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY	60
BSBFLM303C	CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS	40

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE
Course Code:HLT32407
Campus:Industry, VETiS Secondary Schools VCAL.

About this course:This course will enable you to seek work as an allied health assistant. You will learn about legal and ethical issues in health care, effective communication strategies, anatomy and physiology, and occupational health and safety. Working in allied health assistance will include preparing for and assisting with therapy session, providing relevant information to clients, using therapy equipment correctly and safely, and completion of administrative duties.

Course Objectives:This qualification covers workers who provide assistance to allied health professionals. Workers at this level operate under direct supervision and do not conduct programs or therapeutic interventions.

Careers:Occupational titles for graduates may include: Therapy assistant, allied health assistant, occupational therapy assistant; podiatry assistant, physiotherapy assistant, speech pathology assistant.

Course Duration:2 years

Admission Requirements Other:School choice Interview (some applicants only)

Selection Processes:Interview, Written Application

COURSE STRUCTURE

To achieve this qualification participant must successfully complete 15 units including: • 10 core units • 5 elective units Elective units may be selected from a level Certificate III or higher in the health or Community Services Training Package. A maximum of 2 units may be selected from other relevant Training Package units Certificate III or higher.   This course is currently customised for delivery to specific industry clients to address workplace and group needs. Duration of course from entry subject to competency achievement: Year 10 - 3 years duration Year 11 - 2 years duration

Core Units

HLTHIR301B	COMMUNICATE AND WORK EFFECTIVELY IN HEALTH	20
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
HLTOHS200B	PARTICIPATE IN OHS PROCESSES	20
BSBFLM303C	CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS	40
HLTAH301B	ASSIST WITH AN ALLIED HEALTH PROGRAM	40
HLTCSD201C	MAINTAIN HIGH STANDARD OF CLIENT SERVICE	30
HLTCSD305C	ASSIST WITH CLIENT MOVEMENT	20
HLTAP301B	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH	70
BSBMED201A	USE BASIC MEDICAL TERMINOLOGY	30
BSBINM301A	ORGANISE WORKPLACE INFORMATION	30

Elective Units

HLTCSD306C	RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR	20
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20
HLTAIN301B	ASSIST NURSING TEAM IN AN ACUTE CARE ENVIRONMENT	80
HLTAIN302B	PROVIDE SUPPORT IN AN ACUTE CARE ENVIRONMENT	30
HLTFA301C	APPLY FIRST AID	18
HLTCSD304C	SUPPORT THE CARE OF CLIENTS	20
HLTCSD208C	TRANSPORT CLIENTS	20

HLTCSD203C	PREPARE AND MAINTAIN BEDS	15
BSBMED301B	INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY	60
BSBMED305B	APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT	20

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

Course Code:HLT32507

Campus: Werribee, Footscray Nicholson, Industry.

About this course: Develop a career caring for patients in hospitals as an assistant to professional health staff. You will train to work with patients under supervision. You will undertake a range of routine tasks and gain knowledge of transporting patients, preparing and maintaining beds, following basic food safety practice, infection control and basic medical terminology.

Course Objectives: The aim is to prepare applicants with employability skills to work in the Health Industry and to provide assistance to health professional staff with the care of clients. Health Services Assistance involves the workers in direct client contact under supervision.

Careers: Ward work, patient services and hospital orderly work.

Course Duration:1 year

Admission Requirements Mature Age: Direct Application

Admission Requirements VET: Year 10 minimum Interview School Choice

Admission Requirements Other: Employer choice

Selection Processes: Interview, Written Application, Employer Choice

COURSE STRUCTURE

The VETiS program is offered over a two (2) or Three (3) year delivery.   To qualify for the Certificate III in Health Services Assistance course, participants must successfully complete 6 compulsory units and 9 elective units.

Core Units of Study

HLTHIR301B	COMMUNICATE AND WORK EFFECTIVELY IN HEALTH	20
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
HLTOHS200B	PARTICIPATE IN OHS PROCESSES	20
BSBMED201A	USE BASIC MEDICAL TERMINOLOGY	30
HLTAP301B	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH	70
BSBFLM303C	CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS	40

Elective Units of Study

HLTCSD201C	MAINTAIN HIGH STANDARD OF CLIENT SERVICE	30

HLTCSD304C	SUPPORT THE CARE OF CLIENTS	20
HLTCSD305C	ASSIST WITH CLIENT MOVEMENT	20
HLTCSD208C	TRANSPORT CLIENTS	20
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
CHCCS401B	FACILITATE RESPONSIBLE BEHAVIOUR	40
HLTCSD306C	RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR	20
HLTCSD307C	CARE FOR THE HOME ENVIRONMENT OF CLIENTS	20
CHCMH301B	WORK EFFECTIVELY IN MENTAL HEALTH	50
SITXOHS001A	FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES	10
HLTFA301C	APPLY FIRST AID	18
CHCAC316C	PROVIDE FOOD SERVICES	20

VETiS Electives

HLTAIN301B	ASSIST NURSING TEAM IN AN ACUTE CARE ENVIRONMENT	80
HLTAIN302B	PROVIDE SUPPORT IN AN ACUTE CARE ENVIRONMENT	30
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20
HLTCSD203C	PREPARE AND MAINTAIN BEDS	15
HLTAH301B	ASSIST WITH AN ALLIED HEALTH PROGRAM	40

Additional Elective units

HLTCPR201B	PERFORM CPR	3
BSBMED301B	INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY	60

CERTIFICATE III IN HEALTH ADMINISTRATION

Course Code:HLT32907

Campus: Werribee, Industry, Melton.

About this course: Become competent in a wide range of administrative duties required to work in the health industry. Learn various functions including using basic medial terminology and maintaining patient records, which are carried out in a range of settings including hospitals, community health centres and private practice.

Course Objectives: This qualification covers workers who complete a wide range of administrative tasks, under direct or indirect supervision. These functions can be carried out in a range of settings, including hospitals, community health centres, private practice, etc.

Careers: Occupational titles for these workers may include:

- Admissions Clerk

- Administrative Worker
- Clinical Coding Clerk
- Ward Clerk

Course Duration:1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Direct Entry

Admission Requirements VET: School Choice

Selection Processes: Direct Entry

COURSE STRUCTURE

15 competency units are required for award of this qualification, including:

- 5 compulsory units
- 10 elective units

A wide range of elective units is available and may include:

- Relevant electives listed in the HLT07 Training Package under the packaging rules are compulsory units for this qualification.
- Competency units available at Certificate III level or higher in the Health and/or Community Services Training Packages.
- A maximum of 2 competency units may be selected from other relevant Training Package units available at Certificate III.

Core Units of Study

HLTHIR301B	COMMUNICATE AND WORK EFFECTIVELY IN HEALTH	20
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
HLTOHS200B	PARTICIPATE IN OHS PROCESSES	20
BSBMED301B	INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY	60
BSBFLM303C	CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS	40

Elective Units of Study You will need to choose at least ten elective units with the approval of the Head of School, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate III.

Cultural awareness and respectful practice

| HLTHIR403C | WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS | 20 |

Health administration/management

| BSBINN201A | CONTRIBUTE TO WORKPLACE INNOVATION | 35 |

BSBINM301A	ORGANISE WORKPLACE INFORMATION	30
HLTAD301B	ASSIST WITH PRACTICE ADMINISTRATION	20
BSBMED302B	PREPARE AND PROCESS MEDICAL ACCOUNTS	30
BSBMED303B	MAINTAIN PATIENT RECORDS	20
BSBFIA301A	MAINTAIN FINANCIAL RECORDS	60
BSBFLM309C	SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES	40

Work relationships

HLTCSD306C	RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR	20
BSBFLM312C	CONTRIBUTE TO TEAM EFFECTIVENESS	40
BSBINN301A	PROMOTE INNOVATION IN A TEAM ENVIRONMENT	40
CHCCS401B	FACILITATE RESPONSIBLE BEHAVIOUR	40
BSBWOR301A	ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT	30

Additional electives

HLTFA301C	APPLY FIRST AID	18
HLTCPR201B	PERFORM CPR	3
BSBMED305B	APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT	20
BSBCUS301A	DELIVER AND MONITOR A SERVICE TO CUSTOMERS	35
BSBCMM301A	PROCESS CUSTOMER COMPLAINTS	30
BSBINM301A	ORGANISE WORKPLACE INFORMATION	30

CERTIFICATE IV IN HEALTH SUPERVISION
Course Code:HLT40407
Campus: Werribee, Industry.

About this course: Lay the groundwork for a career as a supervisor or senior workplace trainer in health care. You will be fully trained to provide technical, support and administration services to run and supervise a busy general practitioner's office. You will learn how to:

- provide leadership
- work effectively with culturally diverse clients
- use advanced medical terminology
- manage administrative software
- maintain good workplace relationships

Course Objectives: This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a healthcare

setting providing health support services, health technical services, health care services, health professional support services and health administration services.

Careers: GP Practice Supervision.

Admission Requirements Mature Age: Assessed as capable of completing the course by the University.

Admission Requirements Other: Assessed as capable of completing the course by the University.

Selection Processes: Direct Entry

COURSE STRUCTURE

Core Units of Study

HLTHIR506C	IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS	50
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
HLTIN403C	IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES	50
HLTSUP401B	SUPERVISE IN A HEALTH SETTING	60
BSBWOR402A	PROMOTE TEAM EFFECTIVENESS	50
BSBMED301B	INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY	60

Elective Units of Study You will need to choose at least nine elective units with the approval of the Head of School, from the following or from other Community Services Training Package units available at this or higher levels, or from other relevant national training package units available at Certificate IV or higher.

CHCORG428A	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE	120
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTHIR505C	PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH	30
HLTOHS501A	MANAGE WORKPLACE OHS PROCESSES	40
HLTPM501B	MANAGE IN A HEALTH CARE BUSINESS	50
HLTPM502B	MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM	30

Industry Elective Options

HLTCPR201B	PERFORM CPR	3
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20
BSBRSK401A	IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES	50

BSBMGT403A	IMPLEMENT CONTINUOUS IMPROVEMENT	40
BSBHRM402A	RECRUIT, SELECT AND INDUCT STAFF	50
BSBLED401A	DEVELOP TEAMS AND INDIVIDUALS	40
BSBMED305B	APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT	20
BSBWOR404B	DEVELOP WORK PRIORITIES	40
SITXHRM003A	ROSTER STAFF	30

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

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

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

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

Course Duration: 1 year

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

Selection Processes: Direct Entry, Written Application, OtherAll applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants. Clinical Placement Requirements Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include: - Enrolled students must undergo an annual Victoria Police Check. students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to fulfil the driving component of the course and the student must have a licence at the time of enrolment. - A Medical Check and a Physical Capacity Test are industry requirements for students attending clinical placements with Metropolitan Ambulance Service (MAS

and Rural Ambulance Service (RAV). Students must meet medical standards including the medical guidelines for the 'Assessing Fitness to Drive for Commercial and Private Vehicle Drivers 2003'. For further information visit www.austroads.com.au. Students should be aware that their checks and test are to remain current until all their clinical placement units have been satisfactorily completed. Prospective students who believe that they may have difficulties meeting or maintaining the requirements are advised to contact the Course Coordinator prior to admission.

COURSE STRUCTURE

This qualification requires the successful completion of 19 competency units including 11 core and 8 elective units. A wide range of elective units are available and may include:

- Relevant electives listed below the compulsory units for this qualification
- Competency units available at Certificate IV level or higher in the Health and/or Community Services Training Packages

Core Units

HLTHIR301A	COMMUNICATE AND WORK EFFECTIVELY IN HEALTH	20
BSBFLM303C	CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS	40
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
HLTAP401B	CONFIRM PHYSICAL HEALTH STATUS	90
HLTAMBAE403C	FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT	40
HLTAMBSC401B	MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY	50
HLTAMBFC301C	COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE	20
HLTAMBCR401B	DELIVER BASIC CLINICAL CARE	60
HLTHIR402B	CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY	30
HLTAMBPD401B	MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT	20

Elective Units

HLTAMBT301B	TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS	20
HLTHIR404B	WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE	20
HLTHIR403B	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20

HLTAMBSC503A	CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY	50
HLTAMBT402B	TRANSPORT EMERGENCY CLIENTS	60
HLTAMBAE501B	IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY	40
TAAASS301A	CONTRIBUTE TO ASSESSMENT	10
TAAASS401A	PLAN AND ORGANISE ASSESSMENT	10

DIPLOMA OF PARAMEDICAL SCIENCE (AMBULANCE)
Course Code:HLT50407
Campus:St Albans.

About this course:Begin a rewarding career in the private and non-emergency transport sector. Treat and transport patients who are injured or suffering a non-threatening illness. This course provides you with the skills required by state ambulance authorities and non-emergency transport companies to deliver 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.

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

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

Course Duration:1 year

Admission Requirements Year 12:Completion of VCE or equivalent

Admission Requirements Mature Age:As assessed by the University

Selection Processes:Interview, Written Application, OtherAll applicants must complete a TAFE Direct Admission/Supplementary Information form. Applicants will need to demonstrate sufficient language skills to be able to complete the course, as well as meeting selection criteria pertaining to appropriate interpersonal skills and professional responsibilities which are suitable for this industry. Learning and assessment in this course requires practical skills, clear written English skills and complex thinking skills in keeping with the roles and responsibilities required for this qualification in the community. Interviews may be applicable to some applicants.Clinical Placement Requirements Students are currently required to complete a number of mandatory industry requirements before commencing placement. These include: - Enrolled students must undergo an annual Victoria Police Check. students who do not provide a satisfactory Victorian Police Check will be denied access to all clinical placement units necessary for graduation. Failure to gain a Police clearance may also impact on the likelihood of gaining employment in industry. - A Victorian Drivers Licence (probationary licence accepted), is required to fulfil the driving component of the course and the student must have a licence at the time of enrolment. - A Medical Check and a Physical Capacity Test are industry requirements for students attending clinical placements with Ambulance

Victoria (AV). Students must meet medical standards including the medical guidelines for the 'Assessing Fitness to Drive for Commercial and Private Vehicle Drivers 2003'. For further information visit www.austroads.com.au. Students should be aware that their checks and test are to remain current until all their clinical placement units have been satisfactorily completed. Prospective students who believe that they may have difficulties meeting or maintaining the requirements are advised to contact the Course Coordinator prior to admission.

COURSE STRUCTURE

There are nine pre-requisites units for entry to this qualification. These units will be offered to those needing to undertake them. This qualification requires the completion of 14 competency units, including seven compulsory units and seven elective units.

Pre-requisite Units of Study

The following nine pre-requisite units will be delivered to those required to undertake them in accordance with the HLT07 Health Training package.

BSBFLM303C	CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS	40
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
HLTAP401B	CONFIRM PHYSICAL HEALTH STATUS	90
HLTAMBAE403C	FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT	40
HLTAMBSC401B	MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY	50
HLTAMBFC301C	COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE	20
HLTAMBCR401B	DELIVER BASIC CLINICAL CARE	60
HLTAMBT301B	TRANSPORT NON-EMERGENCY CLIENTS UNDER OPERATIONAL CONDITIONS	20

Seven Core Units of Study

HLTAMBAS501B	CONDUCT CLINICAL ASSESSMENT	80
HLTAMBCR502B	DELIVER STANDARD CLINICAL CARE	150
HLTAMBFC402C	COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS	50
HLTAMBPD401C	MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT	20
HLTAMBAE501C	IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY	40

| HLTHIR402C | CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY | 30 |
| HLTOHS456B | IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK | 40 |

Seven Elective Units of Study

PUAEME001B	PROVIDE EMERGENCY CARE	40
HLTAMBSC503B	CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY	50
HLTAMBT402C	TRANSPORT EMERGENCY CLIENTS	60
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	50
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTAMBAE504C	FOLLOW PROCEDURES FOR SAFE EXTRICATION OF CLIENTS IN LIFE THREATENING SITUATIONS	60
PUASAR001B	PARTICIPATE IN A RESCUE OPERATION	20

DIPLOMA OF NURSING (ENROLLED/DIVISION 2 NURSING)
Course Code:HLT51607
Campus:Industry, St Albans.

About this course:Study one of the great caring professions and embark on a rewarding career as a Division 2 Nurse. You could find work in a variety of fields from public or private hospitals to private nursing or community health care facilities. You will gain hands-on learning experience in our ward simulation labs as well as clinical experience through course placements.

Course Objectives:This course aligns with the strategic functional and operational commitments of the University and is classified as a government priority due to the national shortage of nurses and the changing skill mix of nurses in Australia. The diploma will incorporate broader knowledge and skills of the health care industry, thus preparing a more able and flexible division 2 nurse. It is designed to build on competencies within the basic qualification and allow graduates to pursue higher learning at degree level if they so desire. The health industry is experiencing a chronic shortage of nurses at all levels. As a consequence the increased use of division 2 nurses in non-traditional settings (acute, community and emergency areas) is part of the Health Services Department strategic planning. In order to meet this commitment to industry, division 2 nurses must increase their breadth of knowledge and skill.

Careers:Graduates may increase their employability in non-traditional areas such as emergency, maternal and child health and community nursing.

Course Duration:1.5 years

Admission Requirements Year 12:Successful completion of VCE or equivalent. Also please see more "Other" information below

Admission Requirements International: Applications must include a valid IELTS (or equivalent) test result and police check from the applicant's home country at the time of application. Applications without these items are not able to be assessed until they are provided.

Admission Requirements Mature Age: Applicants will be considered with relevant industry experience . Also please see more "Other" information below.

Admission Requirements Other: Police Check, Interview, VETASSES test. Students must successfully complete all the aspects of the VETASSES testing to ensure applicants have the appropriate level of beginning knowledge.

Selection Processes: Interview, Written Application, Written Test

COURSE STRUCTURE

To qualify for the Diploma of Nursing (Enrolled/Division 2 nursing) students must successfully complete a minimum of 21 core units and 5 elective units in accordance with the package rules specified in the HLT07 Training Package. The transition to Diploma course of study provides opportunity for currently registered enrolled nurses with a lower qualification to graduate with a Diploma of Nursing (Enrolled/Division 2 nursing). Recognition of Prior Learning and experience is considered when developing an individual program for each applicant.

Core Units of Study

HLTAP401B	CONFIRM PHYSICAL HEALTH STATUS	90
HLTAP501B	ANALYSE HEALTH INFORMATION	30
HLTEN401B	WORK IN THE NURSING PROFESSION	90
HLTEN502B	APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE	40
HLTEN503B	CONTRIBUTE TO CLIENT ASSESSMENT AND DEVELOPING NURSING CARE PLANS	50
HLTEN504B	IMPLEMENT AND EVALUATE A PLAN OF NURSING CARE	100
HLTEN505B	CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS	90
HLTEN506B	APPLY PRINCIPLES OF WOUND MANAGEMENT IN THE CLINICAL ENVIRONMENT	45
HLTEN507B	ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT	180
HLTEN508B	APPLY REFLECTIVE PRACTICE, CRITICAL THINKING AND ANALYSIS IN HEALTH	20
HLTEN509B	APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE	30
HLTEN510B	IMPLEMENT AND MONITOR NURSING CARE FOR CONSUMERS WITH MENTAL HEALTH CONDITIONS	60
HLTEN512B	IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS	70

	WITH ACUTE HEALTH PROBLEMS	
HLTEN513B	IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS	50
HLTEN515B	IMPLEMENT AND MONITOR NURSING CARE FOR OLDER CLIENTS	75
HLTEN516B	APPLY UNDERSTANDING OF THE AUSTRALIAN HEALTH CARE SYSTEM	20
HLTFA301C	APPLY FIRST AID	18
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
HLTEN519B	ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT	100
HLTEN511B	PROVIDE NURSING CARE FOR CLIENTS REQUIRING PALLIATIVE CARE	50
HLTEN514B	APPLY RESEARCH SKILLS WITHIN A CONTEMPORARY HEALTH ENVIRONMENT	40
CHCORG405D	MAINTAIN AN EFFECTIVE WORK ENVIRONMENT	50

Elective units

HLTEN520B	CONTRIBUTE TO THE CARE OF MOTHERS AND BABIES	80
or		
HLTEN608B	PRACTISE IN THE DOMICILIARY HEALTH CARE ENVIRONMENT	80
or		
HLTEN603B	PROVIDE SEXUAL AND REPRODUCTIVE HEALTH CARE FOR CLIENTS	80
or		
HLTEN611B	APPLY PRINCIPLES OF DIABETIC NURSING CARE	80
or		
HLTEN612B	PRACTISE IN THE PERIOPERATIVE NURSING ENVIRONMENT	80
or		

HLTEN618B	PRACTISE IN CONTEMPORARY RURAL/REMOTE HEALTH CARE	80

The above elective unit will be selected by the School based on clinical placement availability

HLTFA402C	APPLY ADVANCED FIRST AID	30
HLTOHS401A	MAINTAIN WORKPLACE OHS PROCESSES	40
HLTIN403C	IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES	50
CHCORG627B	PROVIDE MENTORING SUPPORT TO COLLEAGUES	60
TAEDEL401A	PLAN, ORGANISE AND DELIVER GROUP BASED LEARNING	30
TAEDEL402A	PLAN, ORGANISE AND FACILITATE LEARNING IN THE WORKPLACE	25
CHCDIS1C	ORIENTATION TO DISABILITY WORK	50
BSBWOR402A	PROMOTE TEAM EFFECTIVENESS	50
HLTRAH302B	UNDERTAKE HOME VISITS	20
CHCDIS1C	ORIENTATION TO DISABILITY WORK	50
CHCDIS13A	SUPPORT OLDER PEOPLE WITH DISABILITIES	50
CHCDIS20A	INTRODUCTION TO DISABILITY WORK	30
CHCGROUP3C	PLAN AND CONDUCT GROUP ACTIVITIES	50
CHCCM3B	DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT	75

Additional Industry Electives

HLTAN510B	USE ADVANCED HEALTH TERMINOLOGY IN A PROFESSIONAL CONTEXT	72
HLTEN606B	ASSESS CLIENTS AND MANAGE CLIENT CARE	30
HLTCSD306C	RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR	20
HLTEN620B	PRACTISE IN FIRST LINE EMERGENCY NURSING	30
HLTEN602B	PRACTISE IN THE REHABILITATION NURSING ENVIRONMENT	80
HLTEN617B	PRACTISE IN CONTEMPORARY MENTAL HEALTH CARE	80

DIPLOMA OF PRACTICE MANAGEMENT
Course Code:HLT52007
Campus:Werribee, Industry.

About this course:Expand your career options in the health industry with a Diploma that will place you at the forefront of managing a busy health centre or general practice. Areas you study will include:

- how to manage OHS procedures and risk in the workplace
- how to manage effective workplace relationships and procedures
- how to monitor and implement legal and ethical requirements.

This course is only offered to someone already working within a health practice, at the employer's request. Individuals cannot apply for this course.

Course Objectives:This course covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the organisation/business's goals and strategic direction.

Careers:GP Practice Supervision

Admission Requirements Mature Age:Assessed as capable of completing the course by the University.

Admission Requirements Other:Assessed as capable of completing the course by the University.

Selection Processes:Direct Entry

COURSE STRUCTURE

1 day per week for 1 year.

Core Units of Study

HLTHIR505C	PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH	30
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
HLTOHS501A	MANAGE WORKPLACE OHS PROCESSES	40
HLTIN403C	IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES	50
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	70
HLTHIR506C	IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS	50
HLTPM501B	MANAGE IN A HEALTH CARE BUSINESS	50
HLTPM502B	MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM	30
BSBMED301B	INTERPRET AND APPLY MEDICAL TERMINOLOGY APPROPRIATELY	60
BSBRSK501A	MANAGE RISK	60

Elective Units of Study

CHCORG428A	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE	120
BSBRKG502B	MANAGE AND MONITOR BUSINESS OR RECORDS SYSTEMS	40

HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20
HLTCSD306C	RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR	20
BSBFIM501A	MANAGE BUDGETS & FINANCIAL PLANS	70
BSBMGT516B	FACILITATE CONTINUOUS IMPROVEMENT	60
BSBHRM502A	MANAGE HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS	60
BSBAUD503B	LEAD A QUALITY AUDIT	60
BSBAUD504B	REPORT ON A QUALITY AUDIT	60

Industry Electives

HLTCPR201B	PERFORM CPR	3

DIPLOMA OF ARTS (COMMUNITY)
Course Code: WDAC
Campus: Footscray Nicholson, Footscray Park.

About this course: This course is designed to develop a broad range of knowledge and skills that will prepare you for a career in community services. The Diploma of Arts (Community) will present you with a pathway into the second year of the Bachelor of Arts (Community Development) or Bachelor of Social Work. The qualification will provide you with a structured introduction to: Working in Social and Community Services Sociology Social Research Applied Human Rights Writing for Sociology Critical Literacies for Applied Human Rights Detailed language, literacy and numeracy support You will develop an understanding of the community services industry and the skills required to work with individuals within community settings.

Course Objectives: Participants in this qualification will gain exposure to theoretical and practice models for applications in a range of community settings. Students will develop foundational theoretical knowledge and practice principles in both the government and non-government community services sector organisations and community-based programs.   The aim of the course is to provide foundation skills and knowledge in the area of community development and community services studies. Graduates of this course can continue their studies and capitalise on the numerous pathways being offered within VU, in particular the Bachelor of Arts (Community Development). The objectives of the course are for students to develop: generic knowledge and skills to enable an understanding of the community development and community services profession and their contexts; foundational knowledge and skills in working with people in community settings; a critical understanding of the social and political dimensions of disadvantage, and how it relates to individuals and community groups in societies; and strengthened language and literacy skills with explicit attention to discipline-linked units relating to sociology and human rights

Careers: This Diploma course is designed specifically as a streamline pathway with guaranteed entry into second year of a Bachelor of Arts (Community Development)

or Bachelor of Social Work. On completion of the course students may also choose to enter the Diploma of Community Services Work (National Training Package course) and are eligible to apply for RPL or advance standing into the second year of this qualification.

Course Duration: 1 year

Admission Requirements Year 12: Applicants must have successfully completed VCE (or equivalent)

Admission Requirements International: Applicants must provide evidence of proficiency in the English language: International English Language Testing System (IELTS) result with an overall score of 5.5. Applicants must also have completed a secondary school qualification equivalent to Australia¿s Year 12.

Admission Requirements Mature Age: Applicants who have not completed Year 12 but who possess appropriate educational qualifications, work or life experiences which would enable them to successfully undertake the course, will be considered for admission.

COURSE STRUCTURE

The Diploma of Arts (Community) is a diploma comprising of eight Units of Study, each with 12 credit points

Year 1, Semester 1

WDA1009	WORKING IN SOCIAL AND COMMUNITY SERVICES 1	12
WDA1010	WRITING SOCIOLOGY	12
WDA1006	INTRODUCTION TO SOCIOLOGY	12
WDA1011	SOCIAL RESEARCH 1	12

Year 1, Semester 2

WDA1013	WORKING IN SOCIAL AND COMMUNITY SERVICES 2	12
WDA1012	CRITICAL LITERACIES FOR HUMAN RIGHTS	12
ASS1052	SOCIOLOGY 1B	12
ASA1024	APPLIED HUMAN RIGHTS	12

UNITS

BSBATSIL502B WORK WITH THE MANAGER
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers appointing the Manager, clarifying respective roles and working together effectively on an on going basis. This unit applies to individuals with a broad knowledge of the business or core functions of organisations who contribute their skills and knowledge to monitoring and guiding the activities of organisations in the Indigenous community.
Required Reading: No text required.

BSBATSIL509B MANAGE SELF AS A BOARD MEMBER
Locations: Industry.
Prerequisites: Nil.
Description: This unit covers presenting as a confident member of the Board, respecting culture, contributing positively, working with others and seeing the big picture. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions. This unit covers presenting as a confident member of the Board, respecting
Required Reading: No text required.

BSBAUD503B LEAD A QUALITY AUDIT
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead an audit team as they undertake a quality audit. It covers conducting entry and exit meetings; identifying and gathering relevant information; managing audit team resources; and providing feedback to audit team members on their performance. The types of quality audit that may be covered by this unit include an external or internal systems audit or process or product/service audit.
Required Reading:not required

BSBAUD504B REPORT ON A QUALITY AUDIT
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to report on the outcomes of a quality audit and to take appropriate follow up action. It covers compiling audit results; preparing a report for the auditee/client; negotiating follow up action with the auditee/client; and monitoring and reviewing auditing system and activities. The types of quality audit that may be covered by this unit include an external or internal systems audit or process or product/service audit.
Required Reading: No required readings
Assessment: Research assessments, short answer questions, case studies, workshops, group project, presentation, self reflection journal.

BSBCMN404A DEVELOP TEAMS AND INDIVIDUALS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.
Required Reading: No required text
Assessment: Analyse team effectiveness in relation to organisation goals; Develop and implement a learning plan to achieve those goals; Report on the outcomes

BSBGOV401A IMPLEMENT BOARD MEMBER RESPONSIBILITIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake the diverse roles and responsibilities required of a Board Member. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.
Required Reading: No text required.

BSBGOV403A ANALYSE FINANCIAL REPORTS AND BUDGETS
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse financial reports and budgets as a member of a Board of governance of an organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions
Required Reading: There are no required texts for this unit.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations and observations.

BSBMED201A USE BASIC MEDICAL TERMINOLOGY
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology. This unit can be assessed alone or in combination with other units making up a job role.
Required Reading:nil
Assessment: This unit may be assessed by Scenarios, Workbook, Written test

BSBMED305B APPLY THE PRINCIPLES OF CONFIDENTIALITY, PRIVACY AND SECURITY WITHIN THE MEDICAL ENVIRONMENT
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply principles and requirements relating to confidentiality, privacy and security to own work within the medical environment.
Required Reading: No required text
Assessment: Assessment methods may include: oral or written questioning, review of record keeping, analysis of responses to case studies and scenarios, observation, roleplays and assessment of labelling and storage of patient records.

BSBOHS504A APPLY PRINCIPLES OF OHS RISK MANAGEMENT
Prerequisites: Nil.
Description: Access external sources of information and data to identify hazards;Analyse the work environment to identify hazards;Assess risk associated with a hazard;Control risk associated with a hazard;Maintain hazard identification and risk control processes;Monitor and review risk management processes.
Assessment: As per accredited curriculum

CHCAC316C PROVIDE FOOD SERVICES
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to

apply basic food safety practices including personal hygiene and conduct when working in a food service environment in a residential setting.

Required Reading: No Required text

Assessment:no required text Assignment, Food Handling workbook with questions, Yes/No. Practical Placements, Assessed in the workplace based on food handling, Yes/No.

CHCAC317A SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE

Locations: Footscray Nicholson, Werribee, St Albans, The other locations are also in Industry when requested..

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required by the worker to support the older person to maintain their independence with activities of living.

Required Reading:TAFE NSW (2008) A guide for Aged Care Workers Community Services Tourism Curriculum Centre

Assessment: Assignment, This will be a written assignment, Yes/No. Class Activity, Include discussions and class exercises, Yes/No. Practical Placements, The students will be assessed in the workplace via observation and feedback from workplace buddies, Yes/No.

CHCAC318A WORK EFFECTIVELY WITH OLDER PEOPLE

Locations: Footscray Nicholson, Werribee, Industry, St Albans, Will be delivered onsite in Industry as needed.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.

Required Reading:TAFE NSW 2008 Aged Care in Australia LigareP/L NSW

Assessment: Assignment, Written Assignment which includes Aged Care Standards assignment, Body Systems Workbook, Yes/No. Class Activity, Class activities which assess people's ability. Which includes activities and video highlighting dignity and care of elderly, Yes/No. Practical Placements, Learning in the workplace. Students will be assessed in an Aged Care Facility., Yes/No.

CHCAC318B WORK EFFECTIVELY WITH OLDER PEOPLE

Locations: Footscray Nicholson, Werribee, Industry, St Albans, Will be delivered onsite in Industry as needed.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.

Required Reading:TAFE NSW 2008 Aged Care in Australia LigareP/L NSW

Assessment: Assignment, Written Assignment which includes Aged Care Standards assignment, Body Systems Workbook, Yes/No. Class Activity, Class activities which assess people's ability. Which includes activities and video highlighting dignity and care of elderly, Yes/No. Practical Placements, Learning in the workplace. Students will be assessed in an Aged Care Facility., Yes/No.

CHCAC319A PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA

Locations: Footscray Nicholson, Werribee, City King St, Industry, St Albans, Unit delivered onsite in Industry as requested..

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to provide support to clients with dementia in a variety of settings including family homes, community day settings and residential care.

Required Reading:TAFE NSW (2008) Aged Care in Australia. A guide for Aged Care Workers. Community Services, Health Tourism Curriculum Centre

Assessment: Assignment, Dementia Workbook with assessments tasks, Yes/No. Practical Placements, Assessed in the workplace against performance criteria, Yes/No.

CHCAC412A PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required by workers to provide services to the older person with complex or special care needs under supervision of a relevant professional.

Required Reading: No required text

Assessment: Assignment, based on learning outcomes, Yes/No. Class Activity, from various sources e.g case studies, Yes/No.

CHCAC416A FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required by the worker to develop and implement support plans for clients with dementia in a variety of settings including family homes, community day settings and residential care.

Required Reading: No required text

Assessment: Assignment, written assignment, Yes/No. Practical Placements, assessed in the workplace, Yes/No.

CHCAC417A IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required by the worker to work in partnership with older people and their carers to implement interventions in the context of an individualised plan to reduce the risk of falls.

Required Reading: No required text

Assessment: Laboratory work, simulated assessment, Yes/No. Assignment, written assessment, Yes/No.

CHCAD401D ADVOCATE FOR CLIENTS

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required by the worker to support clients to voice their opinions or needs and to ensure their rights are upheld.

Required Reading: No required text

Assessment: Assignment, written, Yes/No. Practical Placements, assessed in the workplace/student placement, Yes/No.

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

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

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

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

CHCAD504B PROVIDE ADVOCACY AND REPRESENTATION SERVICES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to represent the interests of service users, the community and/or the community services and health industries. Representation will include the development of community representative and industry participative roles and positions in influencing policy processes and decision-making forums.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills, - This unit can be assessed in the workplace, in the community or in a relevant simulation and - Consistency in performance should consider the range of situations under which workers will provide advocacy and representation.

CHCAD603A PROVIDE SYSTEMS ADVOCACY SERVICES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to advocate to ensure that the rights and needs of consumers and clients issues are maintained within the broader rights and needs of the general community
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by roleplays; written assignments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCADMIN201D UNDERTAKE BASIC ADMINISTRATIVE DUTIES

Locations: Footscray Nicholson, Werribee, Industry, Melton, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to undertake the range of basic administrative duties required in community services organisations.
Required Reading: No text required.
Assessment: Assessment includes assignments, tests and practical tasks.

CHCADMIN302C PROVIDE ADMINISTRATIVE SUPPORT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to provide administrative support to a small or medium sized organisation/service area.
Required Reading: No text required.

CHCADMIN305D WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Locations: Footscray Nicholson, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within an organisation's administration protocols in both community and government settings.
Required Reading: Kerr, N & Yates, B 2003 4th ed Developing Office Skills Pearson Educ Aust. Frenchs Forrest, NSW

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCADMIN305E WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within an organisation's administration protocols in both community and government settings.
Required Reading: Kerr, N & Yates, 4th ed B 2003 Developing Office Skills Pearson Educ Aust., Frenchs Forrest, NSW
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCADMIN305F WORK WITHIN THE ADMINISTRATION PROTOCOLS OF THE ORGANISATION

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within an organisation's administration protocols in both community and government settings.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - Evidence must include observation of performance in the work environment or in a simulated work setting

CHCADMIN403C UNDERTAKE ADMINISTRATIVE WORK

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace.
Required Reading: No required text
Assessment: Assessment may include: written assignment, project and presentation.

CHCADMIN403D UNDERTAKE ADMINISTRATIVE WORK

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions This may include the use of languages other than English and alternative communication systems - Assessment must include the normal range of workplace situations.

CHCADMIN604A MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to manage the financial, accounting and resourcing systems of the workplace to uphold accountability and efficiency requirements
Required Reading: No reading required
Assessment: This unit may be assessed by oral presentations; roleplays; written

assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCADMIN604B MANAGE THE FINANCES, ACCOUNTS AND RESOURCES OF AN ORGANISATION

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to manage the financial, accounting and resourcing systems of the workplace to uphold accountability and efficiency requirements.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCAOD201D PREPARE FOR ALCOHOL AND OTHER DRUGS WORK

Locations: Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the introductory knowledge and skills required to prepare a worker for working with clients.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCAOD402B WORK EFFECTIVELY IN THE ALCOHOL AND OTHER DRUGS SECTOR

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by all workers who may be working primarily with clients with alcohol and other drugs (AOD) issues and provides a basic introduction to values, services and approaches applied to work in this sector.
Required Reading: No text required.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Cert III in Community Services Work Assessment: Competency based.

CHCAOD406D WORK WITH CLIENTS WHO ARE INTOXICATED

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

CHCAOD408A ASSESS NEEDS OF CLIENTS WITH ALCOHOL AND/OR OTHER DRUGS ISSUES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to assess client needs in the context of identifying options for delivery of community services to

support their needs. This unit includes applying standard processes and procedures to providing a comprehensive assessment of clients' alcohol and other drugs (AOD) and other needs, developing case plans based on the assessment, and referring clients to other services as required.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCAOD409D PROVIDE ALCOHOL AND/OR OTHER DRUG WITHDRAWAL SERVICES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide support and assistance to people going through the process of withdrawing from alcohol, tobacco or other drugs, including combinations of these.
Required Reading: No text required
Assessment: Case studies, role plays, assignment and presentations

CHCAOD411A PROVIDE INTERVENTIONS FOR PEOPLE WITH ALCOHOL AND OTHER DRUG ISSUES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide a range of intervention strategies to address alcohol and other drugs (AOD) issues within the scope of an individual's treatment plan.
Required Reading: No required texts
Assessment: This unit may be assessed by written assignments, summarises of essential readings, verbal discussions, in class assessments, role plays and presentations

CHCAOD510A WORK EFFECTIVELY WITH CLIENTS WITH COMPLEX ALCOHOL AND/OR OTHER DRUGS ISSUES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide a range of community services to meet the needs of clients who may have alcohol and other drugs (AOD) issues, which may be combined with other issues It also covers the review of client progress and evaluation of all work undertaken with clients
Required Reading:no required text
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills In addition, this competency should be assessed in the context of the particular workplace client group - This unit of competence will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions Some theoretical knowledge may be assessed by formal testing e.g. suicide risk assessment - Assessment must include the normal range of workplace situations

CHCCD1B SUPPORT COMMUNITY PARTICIPATION

Prerequisites: Nil.
Description: Work with individuals and the community to promote participation; Support existing community activities.
Assessment: As per accredited curriculum

CHCCD2B PROVIDE COMMUNITY EDUCATION PROJECTS
Prerequisites: Nil.
Description: Develop the education project; Deliver the education project; Review the education project.
Required Reading:-
Assessment: As per accredited curriculum

CHCCD307C SUPPORT COMMUNITY RESOURCES
Locations: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide and maintain support to community groups
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCD404D DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop community programs to ensure maximum participation.
Required Reading: Text is not required.

CHCCD412A WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.
Required Reading: No required texts
Assessment: This unit may be assessed by written assignments, summarises of essential readings, class discussions, in class assessments, role plays and presentations CHC51408 Diploma of Youth Assessment: Graded

CHCCD412B WORK WITHIN A COMMUNITY DEVELOPMENT FRAMEWORK
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: Application of a community development framework may be undertaken within the scope of or in conjunction with a range of work roles/areas in the community services industry including specific areas of service delivery, community education activities and working with groups to address issues.
Required Reading: No text required.
Assessment: This unit may be assessed by written assignments, summarises of essential readings, class discussions, in class assessments, role plays and presentations CHC51408 Diploma of Youth Assessment: Graded

CHCCD413D WORK WITHIN SPECIFIC COMMUNITIES
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with individuals or groups in specific communities.
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCCD4B DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Prerequisites: Nil.
Description: Develop program parameters; sign programs with the community; Implement programs; Evaluate programs.
Assessment: Written report, group work task

CHCCD505D DEVELOP COMMUNITY RESOURCES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with the community to develop relevant and effective resources to engender community support for initiatives aimed at specific groups
Required Reading: No text required
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCD508C SUPPORT COMMUNITY ACTION
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support the community to represent their own needs through social and public action.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCD509C SUPPORT COMMUNITY LEADERSHIP
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to design, provide and promote a supporting structure and environment to enable effective and viable leadership to be provided within the community.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCD514A IMPLEMENT COMMUNITY DEVELOPMENT STRATEGIES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with individuals, groups and the community to identify issues and develop cooperative processes to facilitate change
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCCD515A COMMUNICATE EFFECTIVELY WITHIN A COMMUNITY DEVELOPMENT CONTEXT
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to apply higher level communication skills that underpin effective operations within the community development environment.

Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCCD516A WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within community and government structures to enable community development processes.
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by projects; roleplays; written assignments; group work; class discussion; oral presentations or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCD7B SUPPORT COMMUNITY RESOURCES

Prerequisites: Nil.
Description: Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Assessment: As per accredited curriculum

CHCCEL401C WORK EFFECTIVELY IN A CELEBRANCY ROLE

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by celebrants to work effectively in the celebrancy context.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - For aspiring marriage celebrants, this unit is most appropriately assessed by the observation of a simulated meeting with client and simulated ceremony or through role play and the completion and submission of documents - Assessment for this unit needs to ensure that individuals can demonstrate an understanding of the role, legal status, nature and importance of different types of ceremonies and the impact of these separate factors on their role as a celebrant - For existing marriage celebrants choosing to be assessed against the competencies, this unit is most appropriately assessed prior to and during the conduct of a marriage ceremony and the completion and submission of completed documents - Assessment should enable assessment of response to a diverse range of clients in a range of situations - A diversity of assessment tasks is essential for holistic assessment

CHCCEL402A ESTABLISH AND MAINTAIN KNOWLEDGE OF LEGAL RESPONSIBILITIES OF A MARRIAGE CELEBRANT

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge required to be developed and maintained by marriage celebrants to fulfil their legal responsibilities under the Marriage Act 1961 and Marriage Regulations 1963, including the Code of Practice for Marriage Celebrants. It is a pre-requisite for enrolment in all other units of competency specific to marriage celebrancy.
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL403A DEVELOP AN EFFECTIVE RELATIONSHIP WITH A MARRYING COUPLE

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by marriage celebrants to communicate with and develop appropriate relationships with marrying couples.
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL404A PLAN A MARRIAGE CEREMONY IN LINE WITH LEGAL REQUIREMENTS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by marriage celebrants to prepare for and plan marriage ceremonies in line with legal requirements.
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL405A CONDUCT AND REVIEW A MARRIAGE CEREMONY IN LINE WITH LEGAL REQUIREMENTS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by marriage celebrants to conduct and review marriage ceremonies.
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCEL406A IDENTIFY AND ADDRESS CLIENT NEEDS IN A CELEBRANCY ROLE

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by celebrants to work with clients in the celebrancy context to clarify their needs and identify services to address those needs.
Required Reading: No required text. Texts will be recommended for those wanting to purchase extra materials
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCH426B SUPPORT CLIENT PARTICIPATION IN THE ORGANISATION

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to involve service users in the organisation.
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCCH427A WORK EFFECTIVELY WITH PEOPLE EXPERIENCING OR AT RISK OF HOMELESSNESS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for working with people who are experiencing homelessness or risk of becoming homeless, including women and children experiencing family violence.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCCHILD301A SUPPORT BEHAVIOUR OF CHILDREN AND YOUNG PEOPLE

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills for workers to apply strategies to guide responsible behaviour in a safe and supportive environment.
Required Reading: No required text
Assessment: Students are required to complete projects, written assignments, group work and presentations.

CHCCHILD401A IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to address duty of care requirements, working within an ethical framework and applying relevant legislation, policies and procedures in responding to children and young people.
Required Reading: No text required
Assessment: Assessment may include assignments, tests and practical tasks. CHC30808 and CHC40708: Competency Based

CHCCHILD404A SUPPORT THE RIGHTS AND SAFETY OF CHILDREN AND YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to address duty of care requirements, working within an ethical framework and applying relevant legislation, codes of conduct, international agreements (such as CROC – Convention on the Rights of the Child), policies and procedures in identifying, responding and supporting children's and young people's rights and safety
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Cert III in Community Services Competency Grade Set

CHCCM3B DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: Conduct case management meetings; Develop an appropriate approach to case management; Develop an appropriate case management plan; Manage case work activities and processes.
Required Reading:-
Assessment: Presentation, group work,task, written report

CHCCM401D UNDERTAKE CASE MANAGEMENT

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to participate in carrying out specific activities in a case/care plan.
Required Reading: No required text
Assessment: Assessment may include: Assessment may include observation, questioning and evidence gathered from the workplace environment, including written case studies.

CHCCM402D ESTABLISH AND MONITOR A CASE PLAN

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop a case management plan to address specific client needs.
Required Reading: No required text
Assessment: Assessment may include observation, questioning and evidence gathered from the workplace environment (workplace evidence can be testimonials, portfolios or copies of completed workplace records/documentation).

CHCCM404A UNDERTAKE CASE MANAGEMENT FOR CLIENTS WITH COMPLEX NEEDS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide case management to clients who have already been assessed and whose needs have been identified as extending across a number of areas, such as aged care, community care, disability, mental health, drugs, alcohol or homelessness
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. CHC40708 Certificate IV in Community Services - Competency Based

CHCCM503C DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to facilitate all aspects of case planning.
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment. CHC40708: Competency Based

CHCCM701B UNDERTAKE ADVANCED CLIENT ASSESSMENTS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to undertake initial and ongoing client assessments, to determine eligibility, priority and need for services as part of a case management process or as part of an assessment service.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills, - This unit of competence will be most appropriately assessed in the workplace or in a simulated workplace using case

examples, role plays etc., - It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings and - Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible.

CHCCM702B IMPLEMENT GOAL DIRECTED CARE PLANNING

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to plan care for clients through provision of services and resources aimed at maximising and enhancing their independence and quality of life.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills, - This unit of competence will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions e.g. writing care plans based on case studies, writing case notes based on case studies and - Assessment may be conducted over one or more occasions and should include both the development and promotion of best practice.

CHCCM703A APPLY EFFECTIVE CASE MANAGEMENT PRACTICE

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to undertake complex case management.
Required Reading: No required text
Assessment: Assessment methods may include: role plays, case studies, observation, questioning and evidence gathered from the workplace setting.

CHCCM705C WORK EFFECTIVELY WITH CARERS AND FAMILIES IN COMPLEX SITUATIONS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support the care relationship for clients with carers and families in complex situations.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills, - This unit of competence will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions and - Assessment may be conducted over one or more occasions and should include both the development and promotion of best practice.

CHCCN301B ENSURE THE HEALTH AND SAFETY OF CHILDREN

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for a worker to ensure the health and safety of children.
Required Reading: No required text
Assessment: Assessment may include assignments, tests and practical tasks.

CHCCN302A PROVIDE CARE FOR CHILDREN

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

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by those working with children to ensure the child's physical and emotional well being is maintained and their self sufficiency is nurtured.
Required Reading: No text required
Assessment: Assessment may include assignments, tests and practical tasks.

CHCCN303A CONTRIBUTE TO PROVISION OF NUTRITIONALLY BALANCED FOOD IN A SAFE AND HYGIENIC MANNER

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to ensure babies, children and young people are provided nutritionally balanced, safe and hygienically prepared food.
Required Reading: No text required
Assessment: Assessment include assignments, tests and practical tasks.

CHCCN305B PROVIDE CARE FOR BABIES

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by anyone working with babies/infants to ensure that their physical and emotional well being is maintained.
Required Reading: No required text
Assessment: Assessment includes assignments, tests and practical tasks.

CHCCN511B ESTABLISH AND MAINTAIN A SAFE AND HEALTHY ENVIRONMENT FOR CHILDREN

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for a worker to establish, manage and monitor the implementation of a safe and healthy environment when working with children.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit is best assessed in the workplace or in a realistic simulated workplace setting under the normal range of workplace conditions - Consistency in performance is best assessed for a range of age groups, a range of conditions and over a number of assessment situations.

CHCCOM201C COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION

Locations: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by community services workers who may have limited contact with clients in terms of content and timing and operate under direct supervision
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCOM302D COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES

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

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to exercise effective communication skills in the workplace.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions This may include the use of languages other than English and alternative communications systems - Assessment may be conducted on one or more occasions and must include the normal range of workplace situations with clients and colleagues - Competency should be demonstrated over the range of communication methods used in the workplace (e.g. oral, written notes, memos, letters etc) and include communication with both clients and colleagues.

CHCCOM403A USE TARGETED COMMUNICATION SKILLS TO BUILD RELATIONSHIPS

Locations: Footscray Nicholson, Industry, Footscray Park, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to apply specific workplace communication techniques to build and maintain relationships with clients and colleagues based on respect and trust.
Required Reading: No required texts
Assessment: Youth Work and Cert IV in Alcohol & Other Drugs Course: May be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions. CHC40708: Competency Based CHC40208: Competency Based

CHCCOM4B DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE COMMUNICATIONS TECHNIQUES

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: 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.
Required Reading:-
Assessment: Roleplays, verbal or written discussion questions, progress report, reflective journal, research proposals, written assignment

CHCCOM504A DEVELOP, IMPLEMENT AND PROMOTE EFFECTIVE WORKPLACE COMMUNICATION

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to apply higher level communication skills that underpin effective workplace operations.
Required Reading: No text required
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment

CHCCS200D DELIVER SERVICE TO CLIENTS

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for new entrants to the community services industry as an orientation to how services are delivered within an established client service plan.

Required Reading: No required text
Assessment:his unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS211A PREPARE FOR WORK IN THE COMMUNITY SECTOR

Locations: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by those people who may be undertaking preliminary training to enter the community services industry
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS305B ASSIST CLIENTS WITH MEDICATION

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: Care or support workers to assist clients with medication The unit addresses the provision of physical assistance with medication or supporting clients with self medication in response to an assessed need identified by the client or their substitute decision-maker for assistance with medication, in accordance with the health/support/ care plan and in line with jurisdictional requirements. It may involve distribution and administration of prescribed and over the counter medications within a residential care facility, or in a home or community setting.
Required Reading:TAFE NSW (2008) 3rd Aged Care in Australia A guide for Aged Care Workers Community Services Health, Tourism Curriculum Centre
Assessment: Assignment, Workbook questions relating to assisting clients with medication, Yes/No. Practical Placements, Assessed in workplace observing assisting clients with medication, Yes/No. Class Activity, Assessment based on identifying Webster Packs, Yes/No.

CHCCS308B PROVIDE FIRST POINT OF CONTACT

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to follow organisation guidelines in the exchange of routine information with clients, to establish a priority of needs, and identify and to respond to their immediate needs including the providing information about services available
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS312A USE ELECTRONIC LEARNING MATERIALS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit deals with the skills and knowledge required to provide basic organisation and support of learning through the use of electronic learning materials.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCCS400A WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK

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

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within a legal and ethical framework that supports duty of care requirements
Required Reading: Dawbin, Di. (2008). Aged care in Australia : a guide for aged care workers. Meadowbank, N.S.W.: TAFE NSW, Community Services, Health, Tourism and Recreation Curriculum Centre
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assignments, presentations and verbal discussions. Disability courses are competency based. The School of Health assessment is competency based. CHC40708: Competency Based

CHCCS400B WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
Locations: Footscray Nicholson, Werribee, Industry, Footscray Park, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within a legal and ethical framework that supports duty of care requirements
Required Reading: Dawbin, Di. (2008). Aged care in Australia : a guide for aged care workers. Meadowbank, N.S.W.: TAFE NSW, Community Services, Health, Tourism and Recreation Curriculum Centre
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assignments, presentations and verbal discussions. Disability courses are competency based. The School of Health assessment is competency based. CHC40708: Competency Based

CHCCS400C WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
Locations: Footscray Nicholson, Werribee, Industry, Footscray Park, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within a legal and ethical framework that supports duty of care requirements.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions - It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings

CHCCS401B FACILITATE RESPONSIBLE BEHAVIOUR
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to respond to unacceptable behaviour and support responsibility for behaviour management and change.
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions. Cert III in Community Services Work assessment: Competency based

CHCCS405A WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: 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.
Required Reading: No required text.-
Assessment: Oral presentation, in class discussion, written assignment, portfolio, case studies

CHCCS405C IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS
Locations: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to establish the first point of contact between the client and the organisation/service
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS411A WORK EFFECTIVELY IN THE COMMUNITY SECTOR
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to work effectively in a community work or service delivery setting with communities, clients, carers, staff, visitors, suppliers and others to meet established work requirements
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS411B WORK EFFECTIVELY IN THE COMMUNITY SECTOR
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to work effectively in a community work or service delivery setting with communities, clients, carers, staff, visitors, suppliers and others to meet established work requirements.
Required Reading:N/A
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS411C WORK EFFECTIVELY IN THE COMMUNITY SECTOR
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to work effectively in a community work or service delivery setting with communities, clients, carers, staff, visitors, suppliers and others to meet established work requirements.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit is most appropriately assessed in the workplace or in a simulated workplace setting under the normal range of workplace conditions - Consistency in performance should consider the work environment, worker's role and responsibilities in the workplace

CHCCS412D DELIVER AND DEVELOP CLIENT SERVICES
Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to meet the specific needs of a broad range of existing and new clients within a defined framework.
Required Reading: No required text
Assessment: Assessment methods may include: observations, questioning or evidence gathered from the workplace e.g. testimonial from clients and colleagues and promotional material.

CHCCS421A UNDERTAKE COMMUNITY SECTOR WORK WITHIN OWN COMMUNITY
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit deals with the skills and knowledge required or workers to deal with a range of issues associated with delivery of programs and services to individual and communities within the context of community sector work in communities in which they are personally involved.
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCS422A RESPOND HOLISTICALLY TO CLIENT ISSUES AND REFER APPROPRIATELY
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to assess a range of client issues and refer appropriately.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions. Cert III in Community Service Work is competency based. CHC40708: Competency Based

CHCCS424A ADMINISTER AND MONITOR MEDICATIONS
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to responsibly administer and monitor prescribed medications to a person with stable health conditions in a range of settings under delegation from a health professional in accordance with legislation and the organisation's medication and delegation policies and practice. This unit is available only as part of a qualification at Certificate IV level and above or as part of the High support and complex care skill set which is available to those holding a Certificate IV qualification.
Required Reading: No required text

CHCCS426A PROVIDE SUPPORT AND CARE RELATING TO LOSS AND GRIEF
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide support for individuals who are experiencing loss, grief and bereavement.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCS426B PROVIDE SUPPORT AND CARE RELATING TO LOSS AND GRIEF
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide support for individuals who are experiencing loss, grief and bereavement.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit is best assessed in the workplace or in a simulated workplace under the normal of range conditions - Assessment should be gathered on one or more occasions but must reflect the normal range of client situations encountered in the workplace

CHCCS500A CONDUCT COMPLEX ASSESSMENT AND REFERRAL
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to conduct an appropriate individual assessment and make appropriate referrals where multiple issues present.
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCCS502A MAINTAIN LEGAL AND ETHICAL WORK PRACTICES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements.
Required Reading: School of Community Workbook.
Assessment: This unit may be assessed by roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCCS502B MAINTAIN LEGAL AND ETHICAL WORK PRACTICES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements
Required Reading: School of Community Workbook.
Assessment: This unit may be assessed by roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCCS503A DEVELOP, IMPLEMENT AND REVIEW SERVICES AND PROGRAMS TO MEET CLIENT NEEDS
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to identify, develop, implement, monitor and review programs to meet the needs of clients
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCCS513B MAINTAIN AN EFFECTIVE COMMUNITY SECTOR WORK ENVIRONMENT

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required by those working at a management level to maintain an effective work environment in a community sector work context. It includes monitoring, coordinating and promoting ethical, safe and effective work practices in line with established work requirements.
Required Reading: No text required.

CHCCS522A ADDRESS COMPLEX LEGAL AND ETHICAL ISSUES IN PROFESSIONAL PRACTICE

Locations: Footscray Nicholson, Industry.
Prerequisites:CHCCS400A - WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK
Description: This unit describes the knowledge and skills required to maintain the application of legal and ethical work practices by monitoring, coordinating and promoting their importance in providing community services and supporting duty of care requirements.
Required Reading: Community Services Workbooks
Assessment: This unit may be assessed by roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCS604A MANAGE THE DELIVERY OF QUALITY SERVICES TO CLIENTS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to manage resources and systems to deliver quality client services within complex or changing circumstances.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCCS607D COORDINATE IN-SERVICE ASSESSMENT AND RESPONSE TO ADDRESS CLIENT NEEDS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate programs to ensure that individual needs of clients are met within parameters of one service.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions.

CHCCS805B UNDERTAKE PROFESSIONAL REFLECTION

Locations: Footscray Nicholson, Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to analyse own professional practice as part of an ongoing review of professional effectiveness, growth and management of personal values and their influence on professional practice.
Required Reading: No required text
Assessment: Assessment methods may include: demonstration of competency within

the working environment, oral and written questioning, observation and review of any documentation procedure.

CHCCSL501A WORK WITHIN A STRUCTURED COUNSELLING FRAMEWORK

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work within the agency's agreed counselling model.
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCSL502A APPLY SPECIALIST INTERPERSONAL AND COUNSELLING INTERVIEW SKILLS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to use advanced interpersonal communication skills to facilitate the client-counsellor relationship in a counselling practice.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCCSL503A FACILITATE THE COUNSELLING RELATIONSHIP

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to enable clients to identify and work through concerns
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities. This unit is partially assessed in the work place or simulated environment.

CHCCSL507A SUPPORT CLIENTS IN DECISION-MAKING PROCESSES

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support clients in planning a course of action
Required Reading: No Required Text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCCSL509A REFLECT AND IMPROVE UPON COUNSELLING SKILLS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to evaluate own work and to undertake continuing self development and effective supervision within an ethical code of practice.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCCW301C OPERATE UNDER A CASEWORK FRAMEWORK

Locations: Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria

University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to optimise the effectiveness of interaction with client by using appropriate skills to implement a case plan.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCCW503A WORK INTENSIVELY WITH CLIENTS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to deliver targeted specialised client services based on individual case management and intervention
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by video submission and critique; roleplays; written assessments; group work; class discussion or in-class assessment activities

CHCDIS13A SUPPORT OLDER PEOPLE WITH DISABILITIES
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit addresses the competencies required to support a person with a disability who is ageing. The unit covers identifying current and future needs, supporting the rights and interests of the person, independent thinking and action and understanding and supporting the person with a disability who has dementia.
Required Reading:no required text
Assessment: Written and practical test, assignment and observation.

CHCDIS1C ORIENTATION TO DISABILITY WORK
Prerequisites: Nil.
Description: Demonstrate an understanding of the delivery of quality services for people with disabilities; Demonstrate the capacity to support rights, interests and needs of people with disabilities; Respond to situations of risk or potential risk to people with disabilities.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience

CHCDIS220B PREPARE FOR DISABILITY WORK
Locations: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required as an introduction to working with people with a disability
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCDIS301A WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required as an introduction to working and communicating with people with a disability.
Required Reading: Arnott,J 2005 Working in aged care and disability services Croydon, Vic. : Tertiary Press
Assessment: This unit is assessed by oral presentations; role plays; written

assessments; group work; class discussion or in-class assessment activities. Assignment, Written assignment, Yes/No. Class Activity, Mobility Activity, Yes/No.

CHCDIS301B WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required as an introduction to working and communicating with people with a disability.
Required Reading: Arnott,J Working in aged care and disability services 2005 Croydon, Vic. : Tertiary Press
Assessment: This unit is assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities. Item Internal Assessment Competency Based Assignment Written assignment Yes/No Class Activity Mobility Activity Yes/No

CHCDIS302A MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to facilitate the empowerment of a people with disability by fostering self determination, independence and strengths.
Required Reading: No required text
Assessment: No text Assignment, Written assignments , Yes/No. Practical Placements, learning in the workplace, Yes/No.

CHCDIS313A SUPPORT PEOPLE WITH DISABILITIES WHO ARE AGEING
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support a person with a disability who is ageing The unit covers identifying current and future needs, supporting the rights and interests of the person, independent thinking and action and understanding and supporting a person with a disability who has dementia.
Required Reading: No required text
Assessment: Written, practical assessment, presentations.

CHCDIS322A SUPPORT COMMUNITY PARTICIPATION AND INCLUSION
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to maximise the participation of a person with a disability into various community settings, functions and activities to enhance their psychosocial well being and lifestyle
Required Reading: No Required Text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCDIS400C PROVIDE CARE AND SUPPORT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by staff to provide support and assistance to maintain quality care for people with disabilities.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills. - This unit will be most appropriately assessed

in the workplace or in a simulated workplace and under the normal range of workplace conditions. - Consistency in performance should consider the range of clients and situations encountered in the workplace.

CHCDIS405A FACILITATE SKILLS DEVELOPMENT AND MAINTENANCE

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to develop, implement and review formal skills development/maintenance plans with a person with a disability.
Required Reading: No required text
Assessment: Students are required to do assignments, tests, projects, case studies.

CHCDIS409A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to provide services to people with disabilities with complex or special care needs under supervision of a relevant professional.
Required Reading: No required text
Assessment: Assignment, written assessment, Yes/No. Presentation, Oral presentation, Yes/No. Practical Placements, Workplace observation, Yes/No.

CHCDIS409B PROVIDE SERVICES TO PEOPLE WITH DISABILITIES WITH COMPLEX NEEDS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to provide services to people with disabilities with complex or special care needs under supervision of a relevant professional.
Required Reading: No text required.
Assessment:-The individual being assessed must provide evidence of specified essential knowledge as well as skills -This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions -It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings -Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

CHCDIS410A FACILITATE COMMUNITY PARTICIPATION AND INCLUSION

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to develop and facilitate strategies for individual participation in various community settings, functions and activities to enhance the psychosocial well being and lifestyle of a person with a disability.
Required Reading: No required text
Assessment: Students are required to do assignments, tests, projects, case studies.

CHCDIS411A COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.

Description: This unit describes the knowledge and skills required by the worker to communicate with people who have complex communication needs (CCN) through effective use of augmentative and alternative communication (AAC) strategies and systems. Augmentative and alternative refers to methods that replace or supplement speech to address the needs of people whose oral speech skills limit their ability to meet their participation and communication needs.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCDIS511A COORDINATE SERVICES FOR PEOPLE WITH DISABILITIES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by staff to develop and monitor supports and programs according to the needs of people with disabilities and within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of people with disabilities.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCEDS301A COMPLY WITH LEGISLATIVE, POLICY AND INDUSTRIAL REQUIREMENTS IN THE EDUCATION ENVIRONMENT

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the skills and knowledge required to participate in quality improvement activities, monitor and obtain feedback on work performance, maintain compliance with legislation and industrial instruments that relate to the education support worker role.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS303A CONTRIBUTE TO STUDENT EDUCATION IN ALL DEVELOPMENTAL DOMAINS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit deals with the skills and knowledge required by a teacher assistant to contribute effectively to the education of students in all developmental domains.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS305A SUPPORT THE DEVELOPMENT OF READING SKILLS

Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit is focuses on the role of the education support worker in providing assistance to students who need additional support with their reading.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations ; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS306A SUPPORT THE DEVELOPMENT OF WRITING SKILLS

Locations: Footscray Nicholson, Industry, St Albans.

Prerequisites:Nil.
Description:This unit focuses on the role of education support workers in providing assistance to students in all phases of learning who need additional support with their writing.
Required Reading:No required text
Assessment:This unit may be assessed by oral presentations ; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS312A WORK WITH DIVERSITY IN THE EDUCATION ENVIRONMENT
Locations:Footscray Nicholson, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required for individuals without supervisory responsibilities to work effectively with diversity.
Required Reading:No required text
Assessment:This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS313B COMMUNICATE WITH STUDENTS
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the requirement for education support workers to effectively communicate with students.
Required Reading:No required text
Assessment:This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS314B WORK EFFECTIVELY IN AN EDUCATION TEAM
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the skills and knowledge needed to work effectively with team members, colleagues and others in an educational work environment.
Required Reading:No required text
Assessment:This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS315B SUPPORT STUDENTS WITH ADDITIONAL NEEDS IN THE CLASSROOM
Locations:Footscray Nicholson, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required by a teacher aide to support students with additional needs in classrooms where there are students with a mix of abilities and needs.
Required Reading:No required text
Assessment:This unit may be assessed by oral presentations ; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS316B COMPLY WITH SCHOOL ADMINISTRATIVE REQUIREMENTS
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit deals with the skills and knowledge for education support workers to undertake administration and basic computer tasks in the education environment where administration is not the main focus of work.
Required Reading:No required text
Assessment:This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS322A SUPPORT STUDENTS WITH ENGLISH AS A SECOND LANGUAGE
Locations:Footscray Nicholson, Industry, St Albans.
Prerequisites:Nil.
Description:This unit deals with the skills and knowledge required to provide support to students who have English as a second language (ESL).
Required Reading:No required text
Assessment:This unit may be assessed by oral presentations ; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCEDS434A PROVIDE SUPPORT TO STUDENTS WITH AUTISM SPECTRUM DISORDER
Locations:Footscray Nicholson, St Albans.
Prerequisites:Nil.
Description:This unit deals with the competency requirements for education support workers to provide support to students who have education needs associated with an autism spectrum disorder (ASD) Education support personnel who support teachers play an important role in assisting these students to participate in their learning activities and a range of other school activities
Required Reading:No required reading
Assessment:Other, 500 word case study, Yes/No. Other, In class Role Plays, Yes/No. Test, Short answer based questions, Yes/No.

CHCFC301A SUPPORT THE DEVELOPMENT OF CHILDREN
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required by workers who support the physical, social, emotional, psychological, language and creative development of children from 0-12 years of age.
Required Reading:No text required
Assessment:Assessment includes assignments, tests and practical tasks. Certificate II in Community Services: Competency Based

CHCFC502A FOSTER PHYSICAL DEVELOPMENT IN EARLY CHILDHOOD
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required to plan and provide experiences to enhance children's physical development
Required Reading:No required text.
Assessment:This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC503A FOSTER SOCIAL DEVELOPMENT IN EARLY CHILDHOOD
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required to foster the social development of children and to promote their ethical understanding
Required Reading:No required text.
Assessment:This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC504A SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN EARLY CHILDHOOD
Locations:Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites:Nil.
Description:This unit describes the knowledge and skills required to support the

emotional and psychological development of children and to promote their ethical understanding
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC505A FOSTER COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to foster and enhance cognitive development of children
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC506A FOSTER CHILDREN¿S LANGUAGE AND COMMUNICATION DEVELOPMENT
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to foster and enhance language and communication development of children
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCFC508A FOSTER CHILDREN'S AESTHETIC AND CREATIVE DEVELOPMENT
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop and deliver programs that promote children's creative skills and aesthetic development.
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCFC512A FOSTER PHYSICAL DEVELOPMENT IN MIDDLE CHILDHOOD
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to plan and provide experiences to enhance children's physical development during middle childhood.
Required Reading: No required text
Assessment: Assessment includes assignments, tests and practical tasks.

CHCFC513A FOSTER SOCIAL DEVELOPMENT IN MIDDLE CHILDHOOD
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to foster the social development of children and to promote their ethical understanding during middle childhood.
Required Reading: No required text
Assessment: Assessment includes assignments, tests and practical tasks.

CHCFC514A SUPPORT EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT IN MIDDLE CHILDHOOD
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to support the emotional and psychological development of children and to promote their ethical understanding.
Required Reading: No required text
Assessment: Assessment includes assignments, tests and practical tasks.

CHCFC515A FOSTER COGNITIVE DEVELOPMENT IN MIDDLE CHILDHOOD
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to foster and enhance cognitive development of children.
Required Reading: No required text
Assessment: Assessment includes assignments, tests and practical tasks.

CHCFIN501A IDENTIFY AND APPLY TECHNICAL INFORMATION TO ASSIST CLIENTS WITH FINANCIAL ISSUES
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the application of legal and technical information required by financial counsellors as a basis for assisting individuals to make informed decisions relating to present and future financial issues.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFIN502A FACILITATE THE FINANCIAL COUNSELLING PROCESS
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to identify and respond to the immediate and ongoing needs of clients, including provision of referral services as required.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFIN503A DEVELOP AND USE FINANCIAL COUNSELLING TOOLS AND TECHNIQUES
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for a financial counsellor to take a structured approach to providing clients with a resource in a pre-determined format to empower them to make informed decisions about present and future financial issues.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFIN504A WORK EFFECTIVELY IN RURAL FINANCIAL COUNSELLING
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for a financial counsellor to work effectively in a rural financial counselling context.
Required Reading: No Required Text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFLE301A WORK WITH CLIENTS NEEDING FINANCIAL LITERACY EDUCATION

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to work in the community sector with clients requiring basic education in financial literacy
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFLE302A EDUCATE CLIENTS IN FUNDAMENTAL FINANCIAL LITERACY SKILLS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to provide education for clients in fundamental financial literacy skills, such as preparing and using a budget to address identified goals and priorities
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCFLE303A EDUCATE CLIENTS TO UNDERSTAND DEBT AND CONSUMER CREDIT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to educate clients in basic financial literacy concepts relating to debt and consumer credit
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCGMB501A WORK EFFECTIVELY IN THE PROBLEM GAMBLING SECTOR

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required as a foundation for work in the problem gambling sector and provides a basic introduction to values, services and approaches applied to work in this sector.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCGMB502A ASSESS THE NEEDS OF CLIENTS WITH PROBLEM GAMBLING ISSUES

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to assess client needs for delivery of problem gambling counselling services It includes providing an ongoing comprehensive assessment of clients gambling issues and other needs, developing case plans based on the assessment and referring clients to other services as required
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCGMB503A PROVIDE COUNSELLING FOR CLIENTS WITH PROBLEM GAMBLING ISSUES

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to by a skilled counsellor in the problem gambling sector to work with clients experiencing a range of problem gambling issues. It includes provision of support, working with complex issues and evaluation of client progress and the counselling process
Required Reading: No required text
Assessment:-   The individual being assessed must provide evidence of specified essential knowledge as well as skills -   This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions - It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings

CHCGROUP201C SUPPORT THE ACTIVITIES OF EXISTING GROUPS

Locations: Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required tosupport identified existing community groups through the provision of resources
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions

CHCGROUP302D SUPPORT GROUP ACTIVITIES

Locations: Footscray Nicholson, Industry, St Albans, Cert II in Community Services Work - off campus delivery at Secondary schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to participate in and provide general support for a range of informal and formal groups in a variety of settings.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, project, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCGROUP3C PLAN AND CONDUCT GROUP ACTIVITIES

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: Address resourcing issues for group activities; Co-ordinate a group planning process; Manage group processes including responding to conflict; Evaluate group activities
Required Reading: No required text
Assessment:oral presentation, in class discussion, written assignment

CHCGROUP403D PLAN AND CONDUCT GROUP ACTIVITIES

Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to participate in, establish and lead a range of informal and formal groups in a variety of settings
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCHC311B WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE

Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the introductory knowledge and skills required to work effectively in a home care environment and community settings with clients, family members, staff, visitors, suppliers and others to meet established work requirements.
Required Reading: Arnott,J Working in aged care and disability services 2005 Croydon, Vic. : Tertiary Press, 2005
Assessment: Assignment, workbook questions and assignment, Yes/No. Practical Placements, assessed on student placement, Yes/No.

CHCHC401B COORDINATE AND MONITOR HOME BASED SUPPORT

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate and monitor the delivery of home based support services in a community services context.
Required Reading: No required text
Assessment: Item Internal Assessment Competency Based Assignment written Yes/No Practical Placements Assessment assessed in the workplace/student placement Yes/No

CHCIC301E INTERACT EFFECTIVELY WITH CHILDREN

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by anyone working with children to ensure they can develop and maintain effective relationships and promote positive behaviour in the childcare environment.
Required Reading: No required text
Assessment: Assessment includes assignments, tests and practical tasks.

CHCIC302A SUPPORT ABORIGINAL AND/OR TORRES STRAIT ISLAND FAMILIES TO PARTICIPATE IN CHILDREN'S SERVICES

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to support participation of Aboriginal and/or Torres Strait Islander children and families in children's services.
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC501B MANAGE CHILDREN¿S SERVICES WORKPLACE PRACTICE TO ADDRESS REGULATIONS AND QUALITY ASSURANCE

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to facilitate the evaluation of an organisation involved in delivery of children's services through a quality assurance process and to manage regulatory compliance.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace condition

CHCIC510A ESTABLISH AND IMPLEMENT PLANS FOR DEVELOPING COOPERATIVE BEHAVIOUR

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to establish, monitor and implement both individual and group plans for behaviour modification.
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC511A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES IN CHILDREN'S SERVICES

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for workers to implement and promote inclusive policies and practices in children's services work.
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC512A PLAN AND IMPLEMENT INCLUSION OF CHILDREN WITH ADDITIONAL NEEDS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for workers who provide care for a range of children to identify children with additional needs and work with relevant others to plan and implement inclusion strategies that meet identified needs.
Required Reading: No required text.
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCIC620C MANAGE COMPLEX BEHAVIOURAL SITUATIONS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required for worker to manage complex behavioural situations.
Required Reading: No Required text
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCICS301A PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers within their designated role and responsibilities to support or assist a client with their personal care needs within the framework of an individualised care support plan.
Required Reading:TAFE NSW(2008) Aged Care in Australia. A guide for Aged Care Workers. Community Services Health, Tourism, Curriculum Centre
Assessment: Demonstration, Simulated lab setting, Yes/No. Laboratory work, Simulated assessment in Lab with equipment, Yes/No. Practical Placements, In workplace setting under supervision, Yes/No. Assignment, Written questions and answers, Yes/No.

CHCICS301B PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS

Locations: Footscray Nicholson, City King St, Industry, Footscray Park, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers within their designated role and responsibilities to support or assist a client with their personal care needs within the framework of an individualised care support plan.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings - This unit must be assessed in a work context and under the normal range of workplace conditions - Where, for reasons of safety, space, or access to equipment and resources, some assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible.

CHCICS302A PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide support for people to sustain quality of life according to individualised plans.
Required Reading:TAFE NSW (2008) Aged Care in Australia. A guide for Aged Care Workers. Community Services Health, Tourism, Curriculum Centre
Assessment: Written assessments class discussion and learning in the workplace

CHCICS303A SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to support a client's health and emotional well being.
Required Reading:TAFE NSW(2008) Aged Care in Australia. A guide for Aged Care Workers. Community Services Health, Tourism, Curriculum Centre
Assessment: Assignment, Based on case studies and questions in workbooks., Yes/No. Practical Placements, Assessed in the workplace against criteria, Yes/No.

CHCICS304B WORK EFFECTIVELY WITH CARERS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to work effectively with members of families or other non-paid support people e.g. friends and carers, to support quality of life for their family member who is aged or has a disability.
Required Reading: No required text
Assessment: Item Internal Assessment Competency Based Assignment written questions and assessment Yes/No Discussion assessment based on group work Yes/No

CHCICS305A PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support and engage people to use positive and adaptive responses in their daily routines.

Required Reading: No required text
Assessment: Students are required to do assignments, tests, projects, case studies.

CHCICS306B PROVIDE BASIC FOOT SKIN AND NAIL CARE

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide basic foot skin and foot nail care to clients
Required Reading: No required text
Assessment:-   The individual being assessed must provide evidence of specified essential knowledge as well as skills -   This unit is best assessed in the workplace or in a simulated workplace under the normal range of conditions -   Consistency in performance should consider the particular workplace context

CHCICS401A FACILITATE SUPPORT FOR PERSONAL CARE NEEDS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to develop, implement and monitor support of client personal care needs through the framework of a personal care support plan.
Required Reading: No required text
Assessment: Laboratory work, Simulated assessment , Yes/No.

CHCICS402A FACILITATE INDIVIDUALISED PLANS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop, implement and monitor support requirements for people to sustain quality of life according to individualised plans
Required Reading: No required text
Assessment: Assignment, written, Yes/No. Practical Placements, assessed in the workplace, Yes/No.

CHCICS404A PLAN AND PROVIDE ADVANCED BEHAVIOUR SUPPORT

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to understand the influence and purpose of behaviour, assess problem behaviour, develop multi-element support plans and response plans and utilise appropriate strategies to reduce inappropriate behaviour
Required Reading: No text required.
Assessment:-   The individual being assessed must provide evidence of specified essential knowledge as well as skills -   Assessment should be conducted on more than one occasion to cover a variety of circumstances to establish consistency -A diversity of assessment tasks is essential for holistic assessment

CHCICS405A FACILITATE GROUPS FOR INDIVIDUAL OUTCOMES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to plan and conduct group activities to meet individual group member outcomes.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; role plays; written assessments; group work; class discussion or in-class assessment activities.

CHCICS406A SUPPORT CLIENT SELF MANAGEMENT

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers to provide clients with support and assistance to self manage aspects of their life that may include planning, access and involvement in community services and decision-making.
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions. For CHC40208 this unit is competency based.

CHCICS409A RECOGNISE AND RESPOND TO SUSPECTED ABUSE OF VULNERABLE PEOPLE

Locations: Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to identify signs of possible abuse, take appropriate action according to role and responsibilities and minimise the risk of abuse to vulnerable people
Required Reading: No required text
Assessment:-   The individual being assessed must provide evidence of specified essential knowledge as well as skills -   This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions - It is recommended that assessment or information for assessment will be conducted or gathered over a period of time and cover the normal range of workplace situations and settings -   Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

CHCINF302C MAINTAIN THE ORGANISATION'S INFORMATION SYSTEMS

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to collect, store and provide accurate and current information to clients.
Required Reading: No text required.

CHCINF403D COORDINATE INFORMATION SYSTEMS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate all aspects of information management including collection, collation, storage and preparation of information in different formats depending on client needs.
Required Reading: No required text
Assessment: Item Internal Assessment Competency Based Assignment written Yes/No Practical Placements Assessment assessed in the workplace Yes/No

CHCINF408C COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to undertake administrative duties, including documenting in client records and contributing to the development and monitoring of service delivery plans in accordance with organisation and duty of care.

Required Reading:TAFE NSW (2008) Aged Care in Australia A guide for Aged Care Workers 3rd Community Services Health, Tourism Curriculum Centre
Assessment: Assignment, Written assessment, Yes/No. Class Activity, Observation, Yes/No. Practical Placements, In workplace setting under supervision, Yes/No.

CHCINF505C MEET STATUTORY AND ORGANISATION INFORMATION REQUIREMENTS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to ensure effectiveness and efficiency of the organisation's information system.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCINF604C MANAGE THE ORGANISATION'S INFORMATION SYSTEMS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate information systems, including as a supervisor of a work area/program.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, written assessments, group work, class discussion or in-class assessment activities.

CHCINF606C MANAGE INFORMATION STRATEGICALLY

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide education/information about services or programs for the public.
Required Reading:-
Assessment: The following methods may be used in assessing this unit: group assessments; role plays; case studies; written assignments; presentations and verbal discussions.

CHCLD415A CONFIRM CLIENT DEVELOPMENTAL STATUS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes a detailed knowledge of indicators of client status required to confirm the status of individual clients in preparation for service delivery in the context of community services work.
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, oral presentations and verbal discussions.

CHCLD514A ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the application of knowledge of the broad social and cultural context in which work is planned and implemented in the community services industry.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCLD515A ANALYSE CLIENT INFORMATION FOR SERVICE PLANNING AND DELIVERY

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the application of indepth level of knowledge of human development required to analyse available information in relation to specific services to be provided.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCLEG411A USE RELEVANT LEGISLATION IN RESPONSE TO CLIENT NEEDS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by the worker to use relevant legislation to advise clients with specific needs in relation to particular legal issues e.g. tenancy, disability, discrimination, juvenile justice, domestic violence, mental health.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCMH301A WORK EFFECTIVELY IN MENTAL HEALTH

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required in the context within which mental health work occurs.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCMH301B WORK EFFECTIVELY IN MENTAL HEALTH

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required in the context within which mental health work occurs.
Required Reading: No text required.
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCMH401A WORK EFFECTIVELY IN MENTAL HEALTH SETTINGS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required in the context and across the range of settings where mental health work occurs
Required Reading:no required text
Assessment:-   The individual being assessed must provide evidence of specified essential knowledge as well as skills -   This unit is best assessed on the job or in a simulated workplace under the normal range of conditions -   Consistency in performance should consider the requirements of the particular workplace context

CHCMH402A APPLY UNDERSTANDING OF MENTAL HEALTH ISSUES AND RECOVERY PROCESSES

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

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to contribute to the recovery of people affected by a mental illness in the context of the impact of mental illness on clients, their carer/s and families.
Required Reading: No required text
Assessment: Assignment, written assessments, Yes/No. Practical Placements, learning in the work place, Yes/No. Presentation, oral assessment, Yes/No.

CHCMH408B PROVIDE INTERVENTIONS TO MEET THE NEEDS OF CONSUMERS WITH MENTAL HEALTH AND AOD ISSUES

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by workers who provide immediate and ongoing support and interventions for consumers with co-existing mental health and alcohol and other drugs issues drawing on a range of models and techniques supported by evidence
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CHCMH411A WORK WITH PEOPLE WITH MENTAL HEALTH ISSUES

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge, skills and attitudes required by workers in community services and health settings to work in a consumer directed and oriented way with consumers who are living with mental health issues.
Required Reading: No text required.
Assessment:¿h The individual being assessed must provide evidence of specified essential knowledge as well as skills. ¿h This unit is best assessed on the job or in a simulated workplace under the normal range of conditions. ¿h Consistency in performance should consider the requirements of the particular workplace context.

CHCMH504D PROVIDE A RANGE OF SERVICES TO PEOPLE WITH MENTAL HEALTH ISSUES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to collaboratively assess needs, provide a range of services to meet needs, review progress and evaluate the work undertaken with clients with mental health issues.
Required Reading: No required text
Assessment: This unit may be assessed by role plays, written assignments, group work, class discussion or in-class assessment activities.

CHCNET301D PARTICIPATE IN NETWORKS

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to participate in a network in order to gather information, forge links with other workers and services and to promote activities
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCNET404A FACILITATE LINKS WITH OTHER SERVICES

Locations: Industry, Footscray Park, St Albans.

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to liaise and facilitate linkages between all community services including specialist and generalist services in the community to ensure support of people in need
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCNET503C DEVELOP NEW NETWORKS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to setup formal networks to benefit the organisation and clients.
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCOHC406B PROVIDE OR ASSIST WITH ORAL HYGIENE

Locations: Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required by workers to provide or assist a client with their oral hygiene needs within the framework of an individualised care support plan and within their designated role and responsibilities
Required Reading: No required text
Assessment:-   The individual being assessed must provide evidence of specified essential knowledge as well as skills -   This unit is best assessed in the workplace or in a simulated workplace under the normal range of conditions -   Consistency in performance should consider the particular workplace context

CHCOHS312B FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit is specifically designed to cater for safety aspects of work involving delivery of services in aged care, home and community care and disability services The unit focuses on maintaining safety of the worker, the people being supported and other community members
Required Reading:no required text

CHCORG201B FOLLOW POLICIES, PROCEDURES AND PROGRAMS OF THE ORGANISATION

Locations: Footscray Nicholson, Werribee, Industry, Melton, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work according to organisation policies, procedures and programs.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCORG202C WORK WITH OTHERS

Locations: Footscray Nicholson, Industry, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with others.

Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCORG25B RECRUIT AND CO-ORDINATE VOLUNTEERS

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: Identify the need and roles for volunteers in the organisation; Recruit volunteers; ientate volunteers to organization; On-going support of volunteers is provided.
Required Reading: No required text
Assessment: As per accredited curriculum

CHCORG303B PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work effectively as an individual and in work groups to contribute to achievement of organisation objectives
Required Reading: No text required.
Assessment: This unit may be assessed by in class assessments, community project, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCORG303C PARTICIPATE EFFECTIVELY IN THE WORK ENVIRONMENT

Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work effectively as an individual and in work groups to contribute to achievement of organisation objectives.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - Assessment must include working with both individuals and work groups in the organisation/ service and under the normal range of workplace conditions - This may include the use of languages other than English and alternative communication systems - Assessment is recommended to be conducted on more than one occasion or information for assessment gathered over time.

CHCORG405D MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to meet individual responsibilities within a work group.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Plus workplace assessing or projects. CHC40708: Competency Based

CHCORG406B SUPERVISE WORK

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required of a worker with responsibility for supervising the work of workers who are part of a team/workgroup or working alone It includes induction of new staff, planning work, monitoring

performance and supporting workers to manage their workload.
Required Reading: No required text
Assessment: Item Internal Assessment Competency Based Assignment written assessment Yes/No Practical Placements Assessment assessed in the workplace Yes/No

CHCORG423C MAINTAIN QUALITY SERVICE DELIVERY
Locations: Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to perform work within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of clients
Required Reading: No required text
Assessment:-   The individual being assessed must provide evidence of specified essential knowledge as well as skills -   This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions - Assessment could be conducted in one time period but must include a range of aged people's rights, needs and interests identified in the Range Statement

CHCORG428A REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to evaluate own work, continuing self-development and effective supervision within an ethical code of practice.
Required Reading: Community Services Workbook
Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities. Children's Services and Diploma of Community Services Work - Graded Assessment.

CHCORG506C COORDINATE THE WORK ENVIRONMENT
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to undertake supervisory and coordinating activities in work groups in community service organisations.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCORG506D COORDINATE THE WORK ENVIRONMENT
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to undertake supervisory and coordinating activities in work groups in community service organisations
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment

CHCORG529B PROVIDE COACHING AND MOTIVATION
Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide on-the-job coaching to clients or colleagues.
Required Reading: No required text
Assessment: Assessment may include: observation, role plays, direct questioning and review of portfolios.

CHCORG605A MANAGE HUMAN RESOURCES IN A COMMUNITY SECTOR
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skill required to undertake the management of people within an organisation
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG607C MANAGE WORKPLACE ISSUES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to implement appropriate people management processes and structures to maximise work outcomes.
Required Reading: No text required
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG608D ESTABLISH AND MANAGE NEW PROGRAMS OR SERVICES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to establish new programs or services, lead organisation restructure and develop new structures and systems.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG609D MANAGE PROJECTS AND STRATEGIES
Locations: Footscray Nicholson, Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to initiate, plan, implement and evaluate project management activities.
Required Reading: No required text
Assessment: Assessment methods may include: Observation, Written assessment, Case studies and Evidence of materials developed in the workplace.

CHCORG610B MANAGE CHANGE IN A COMMUNITY SECTOR ORGANISATION
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to foster and implement constructive and beneficial change in a complex organisation
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG611A LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to achieve identified work outcomes through managing, leading and developing individuals and teams in the work group or organisation
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG611B LEAD AND DEVELOP OTHERS IN A COMMUNITY SECTOR WORKPLACE

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to achieve identified work outcomes through managing, leading and developing individuals and teams in the work group or organisation.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG614A MANAGE A COMMUNITY SECTOR ORGANISATION

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to plan and monitor the development direction and changes of a complex organisation, range of programs or major program area.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG614B MANAGE A COMMUNITY SECTOR ORGANISATION

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to plan and monitor the development direction and changes of a complex organisation, range of programs or major program area.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG615C PROMOTE THE ORGANISATION

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop and implement promotional strategies and activities to maximise organisation's effectiveness.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCORG619C MANAGE QUALITY OF ORGANISATION¿S SERVICE DELIVERY OUTCOMES

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to manage quality assurance processes as required to maintain quality service outcomes in line with organisation policy in the community services industry.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG620C PROMOTE AND REPRESENT THE SERVICE

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to promote and represent the organisation to the community.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCORG624D PROVIDE LEADERSHIP IN COMMUNITY SERVICES DELIVERY

Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to apply a leadership role determined and supported by the community The leadership role includes providing direction and promotion of community services, processes and outcomes and influencing effective industry practice.
Required Reading: No required text
Assessment: Online test, online assignment

CHCORG701C PROVIDE LEADERSHIP AS A PRACTITIONER IN COMMUNITY SERVICES

Locations: Footscray Nicholson, Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide leadership in the practice of one or more disciplines in the community sector. The leadership role includes the development and promotion of effective and where appropriate innovative approaches to achieving outcomes for clients, providing practice supervision of other practitioners and influencing policy and system change.
Required Reading: No text required.
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills, - This unit can be assessed in the workplace, in the community or in a relevant simulated environment (e.g. use of case studies, use of role plays) and - Consistency in performance should relate to outcomes required by leadership in area of practice.

CHCOSHC401A SUPPORT CHILDREN TO PARTICIPATE IN OUTSIDE SCHOOL HOURS CARE

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to support and guide children's effective participation in outside school hours care.
Required Reading: No required text
Assessment: Assessment may include assignments, tests and practical tasks.

CHCOSHC402B DEVELOP AND IMPLEMENT ACTIVITIES IN OUTSIDE SCHOOL HOURS CARE

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop age and developmentally appropriate activities and programs for children participating in outside school hours care.
Required Reading: No required text
Assessment: Assessment may include assignments, tests and practical tasks.

CHCOSHC403B WORK EFFECTIVELY WITH CHILDREN IN OUTSIDE SCHOOL HOURS CARE
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to engage and interact with children in outside school hours care services.
Required Reading: No required text
Assessment: Assessment may include assignments, tests and practical tasks.

CHCPA301B DELIVER CARE SERVICES USING A PALLIATIVE APPROACH
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the awareness, knowledge, skills and values required of a worker in contributing to the care of clients with life-limiting illness and/or normal ageing process within a palliative approach.
Required Reading: No text required
Assessment: Assignment, Participant resource guide with assessment questions, Yes/No.

CHCPOL501A ACCESS EVIDENCE AND APPLY IN PRACTICE
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to access and judiciously use the current best practice and evidence to guide decisions for improving client outcomes.
Required Reading: No text required
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCPOL504B DEVELOP AND IMPLEMENT POLICY
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop and apply policy initiatives in the workplace.
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. This unit is partially assessed in the work place or simulated environment.

CHCPOL505B MANAGE RESEARCH ACTIVITIES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to initiate, manage and act upon research and the resultant recommendations.
Required Reading: No required text
Assessment: Students are required to complete projects, assignments and written test.

CHCPOL606B COORDINATE POLICY DEVELOPMENT
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to coordinate policy development processes, including staff supervision, monitoring existing organisation policies, managing policy evaluations, and providing policy advice.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCPOL701A USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to use research into a specialist area of practice and apply evidence to advance policy and practice in that area.
Required Reading: No required text
Assessment: Students are required to do assignments related to research methods and policy development, classwork exercises, tests, projects, case studies and/or presentations

CHCPOL701B USE RESEARCH EVIDENCE TO ADVANCE POLICY AND PRACTICE
Locations: Footscray Nicholson, Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to use research into a specialist area of practice and apply evidence to advance policy and practice in that area.
Required Reading: No required text
Assessment: Students are required to do assignments related to research methods and policy development, classwork exercises, tests, projects, case studies and/or presentations

CHCPR301B PROVIDE EXPERIENCES TO SUPPORT CHILDREN'S PLAY AND LEARNING
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to conduct a range of activities that assist in enhancing children's developmental and leisure experiences.
Required Reading: No required text
Assessment: Assessment may include assignments, tests and practical tasks.

CHCPR302A SUPPORT SUSTAINABLE PRACTICE
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to support the child care workplace to implement environment sustainable work practices.
Required Reading: No required text
Assessment: Assessment include assignments, tests and practical tasks.

CHCPR303D DEVELOP UNDERSTANDING OF CHILDREN¿S INTERESTS AND DEVELOPMENTAL NEEDS
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to gather

information about children through observation and other sources as a basis for addressing their interests and developmental needs.

Required Reading: No required text

Assessment: Assessment includes assignments, tests and practical tasks.

CHCPR502E ORGANISE EXPERIENCES TO FACILITATE AND ENHANCE CHILDREN'S DEVELOPMENT

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to plan to define activities, environment and resources that are developmentally appropriate to enhance children's leisure and play.

Required Reading: No required text

Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCPR509A GATHER, INTERPRET AND USE INFORMATION ABOUT CHILDREN

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to collect high quality information on children to assist in program planning

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCPR510B DESIGN, IMPLEMENT AND EVALUATE PROGRAMS AND CARE ROUTINES FOR CHILDREN

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to design, implement and evaluate programs and individual care routines to foster and enhance the development of children.

Required Reading: No required text

Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCPR515A DEVELOP AND IMPLEMENT A PROGRAM TO SUPPORT SUSTAINABLE PRACTICE

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to analyse the child care workplace in relation to environmental sustainability of work practices, to implement improvements and analyse their effectiveness.

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCPROM503A PROVIDE COMMUNITY FOCUSED PROMOTION AND PREVENTION STRATEGIES

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to develop and deliver a range of promotion and prevention strategies to the community.

Required Reading: No required text

Assessment: This unit may be assessed by oral presentations, roleplays, written assessments, group work, class discussion or in-class assessment activities.

CHCRF301E WORK EFFECTIVELY WITH FAMILIES TO CARE FOR THE CHILD

Locations: Footscray Nicholson, Werribee, Industry, Melton, Footscray Park, St Albans.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to establish a positive relationship with the family of a child going into care and negotiate in relation to care practices to facilitate the child's transition into care.

Required Reading: No required text.

Assessment: Assessment includes assignments, tests and practical tasks.

CHCRF511A WORK IN PARTNERSHIP WITH FAMILIES TO PROVIDE APPROPRIATE CARE FOR CHILDREN

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

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to work in partnership with families to care for the child.

Required Reading: No required text.

Assessment: This unit may be assessed by reflective journal, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH401B WORK EFFECTIVELY IN THE LEISURE AND HEALTH INDUSTRY

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to work in a context within which leisure and health work occurs and to effectively support its role in enhancing well being.

Required Reading: No text required.

Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH402A UNDERTAKE LEISURE AND HEALTH PROGRAMMING

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to work with health practitioners and other relevant people to create, plan, coordinate, deliver and evaluate appropriate leisure and health activities and programs for individuals and groups.

Required Reading: No required text

Assessment: This unit may be assessed by oral presentations,role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH404A PLAN, IMPLEMENT AND MONITOR LEISURE AND HEALTH PROGRAMS

Locations: Footscray Nicholson, Industry.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to participate in planning, implementation and evaluation of programs providing activities for individuals.

Required Reading: No required text

CHCRH405A PLAN LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH COMPLEX NEEDS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to understand and effectively work with individuals and groups with complex needs when planning for leisure and health service provision.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH406A APPLY KNOWLEDGE OF HUMAN BEHAVIOUR IN LEISURE ACTIVITY PROGRAMS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes skills and knowledge required to recognise specific aspects of human behaviour as required by workers in the leisure and health sector.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH407A APPLY SOCIOLOGICAL CONCEPTS TO LEISURE AND HEALTH

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes skills and knowledge required to apply sociological concepts to health, leisure and disability and the influence on individual involvement in leisure.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations,role plays, written assessments, group work, class discussion or in-class assessment activities.

CHCRH503A DEVELOP LEISURE AND HEALTH PROGRAMS FOR CLIENTS WITH SPECIAL NEEDS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to identify and respond to groups and individuals with special needs.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

CHCRH504A COORDINATE PLANNING, IMPLEMENTATION AND MONITORING OF LEISURE AND HEALTH PROGRAMS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to undertake advanced planning, coordination implementation and evaluation of programs for the provision of activities for individuals and groups.
Required Reading: No required text

CHCRH506A PROVIDE LEISURE EDUCATION

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to assist clients to develop appreciations, interests, skills and opportunities to use leisure in personally rewarding ways.
Required Reading: No required text

CHCRH507A APPLY CONCEPTS OF HUMAN PSYCHOLOGY TO FACILITATE INVOLVEMENT IN LEISURE PROGRAMS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes skills and knowledge required to understand and apply concepts of human psychology in the development of leisure programs to facilitate satisfying involvement of clients in leisure activities.
Required Reading: No required text

CHCYTH301D WORK EFFECTIVELY WITH YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with and for young people within an ethical, social, political and economic context.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Youth Work Graded Assessment

CHCYTH301E WORK EFFECTIVELY WITH YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans, Off Campus at Secondary Schools auspiced by Victoria University.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work with and for young people within an ethical, social, political and economic context.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Youth Work Graded Assessment

CHCYTH401B ENGAGE RESPECTFULLY WITH YOUNG PEOPLE

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to communicate effectively with young people (aged 12-25) in work roles with a specific focus on young people.
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH402B WORK EFFECTIVELY WITH YOUNG PEOPLE IN THE YOUTH WORK CONTEXT

Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to work in the youth work context. The unit focuses on the historical and contemporary youth sector practice and understanding of the current status of young people.
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH403B SUPPORT YOUNG PEOPLE TO CREATE OPPORTUNITIES IN THEIR LIVES

Locations: Industry, Footscray Park, St Albans.

Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to assist young people to identify the challenges and opportunities in their lives and to work towards their goals on an individual or group level.
Required Reading: No required text
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH404D SUPPORT YOUNG PEOPLE IN CRISIS
Locations: Industry, Footscray Park, St Albans.
Prerequisites:CHCYTH301D - WORK EFFECTIVELY WITH YOUNG PEOPLE
Description: This unit describes the knowledge and skills required to implement risk management strategies in crisis situation.
Required Reading: School of Community Services Workbook
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH407D RESPOND TO CRITICAL SITUATIONS
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to maintain safety through effective response to potential or actual critical situations
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, case studies, written assignments, presentations and verbal discussions.

CHCYTH504A SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit identifies the knowledge and skills needed to enable young people to participate in the decisionmaking that affect their lives
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCYTH505D SUPPORT YOUTH PROGRAMS
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to devise, set up, coordinate, deliver and evaluate activities and programs for individuals and groups
Required Reading: No required texts
Assessment: This unit may be assessed by case studies, written assignments, reflective journal, presentations and verbal discussions.

CHCYTH506A PROVIDE SERVICES FOR YOUNG PEOPLE APPROPRIATE TO THEIR NEEDS AND CIRCUMSTANCES
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to provide guidance and role models to young people and their families to maintain positive and supportive relationships while identifying problems and establishing goals for change based on maintaining support from family and the general community
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

CHCYTH608C MANAGE SERVICE RESPONSE TO YOUNG PEOPLE IN CRISIS
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required to develop an agency approach to young people in crisis
Required Reading: No required texts
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

FDFCORHS3A MONITOR THE IMPLEMENTATION OF OCCUPATIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES
Prerequisites: Nil.
Description: 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.
Required Reading:-
Assessment: As per accredited curriculum

FDFCORQFS3A MONITOR THE IMPLEMENTATION OF QUALITY AND FOOD SAFETY PROGRAMS
Prerequisites: Nil.
Description: Monitor quality of work outcome; Participate in maintaining and improving quality at work.
Required Reading:-
Assessment: As per accredited curriculum

HLTAD301B ASSIST WITH PRACTICE ADMINISTRATION
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to input client information into a medical practice information system.
Required Reading: No required reading

HLTAH301B ASSIST WITH AN ALLIED HEALTH PROGRAM
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to provide basic assistance to an allied health professional. This unit of competency provides a general introduction to working as an assistant in the allied health area.
Required Reading: No required text
Assessment: Assessment may include: observation; written assignments; questioning.

HLTAIN301B ASSIST NURSING TEAM IN AN ACUTE CARE ENVIRONMENT
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to provide nursing care assistance in an acute care environment Nursing care assistance involves the provision of direct care activities to clients according to the nursing care plan and under the direction and supervision of a registered nurse.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

HLTAIN302B PROVIDE SUPPORT IN AN ACUTE CARE ENVIRONMENT

Locations: Footscray Nicholson, Werribee, Industry.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to provide a range of non-client contact support to a nursing team delivering nursing care in an acute care environment.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

HLTAMBAE403C FOLLOW PROCEDURES FOR ROUTINE SAFE REMOVAL OF CLIENT

Locations: St Albans.

Prerequisites: Nil.

Description: This unit involves following procedures to ensure safe removal of the client under routine conditions as part of ambulance work.

Required Reading: Sanders, M 2007 Revised Edition 3 Mosby's Paramedic Textbook Elsevier Australia, Sydney OR Cameron, P. et al 2009 Edition 3 Textbook of Adult Emergency Medicine Chatswood: Churchill Livingstone

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience

HLTAMBAE501B IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident

Required Reading: Sanders, M 2007 Revised Edition 3 Mosby's Paramedic Textbook Elsevier Australia, Sydney OR Cameron, P et al 2009 Edition 3 Textbook of Adult Emergency Medicine Chatswood: Churchill Livingstone Ambulance Victoria 2009 Clinical Practice Guidelines Melbourne: Ambulance Service Victoria Ambulance Victoria 2006 Clinical Work Instructions manual Melbourne: Ambulance Service Victoria

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBAE501C IMPLEMENT SAFE ACCESS AND EGRESS IN AN EMERGENCY

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident

Required Reading: Sanders, M 2007 Revised Edition 3 Mosby's Paramedic Textbook Elsevier Australia, Sydney OR Cameron, P et al 2009 Edition 3 Textbook of Adult Emergency Medicine Chatswood: Churchill Livingstone Ambulance Victoria 2009 Clinical Practice Guidelines Melbourne: Ambulance Service Victoria Ambulance Victoria 2006 Clinical Work Instructions manual Melbourne: Ambulance Service Victoria

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBAE504C FOLLOW PROCEDURES FOR SAFE EXTRICATION OF CLIENTS IN LIFE THREATENING SITUATIONS

Locations: St Albans.

Prerequisites:HLTAMBAS501B - CONDUCT CLINICAL ASSESSMENTHLTAMBCR502B - DELIVER STANDARD CLINICAL CARE

Description: This unit describes the skills and knowledge required to follow procedures

to ensure safe extrication of the client at the scene of an incident that may be life threatening.

Required Reading:no required text

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Projects

HLTAMBAS501B CONDUCT CLINICAL ASSESSMENT

Locations: St Albans.

Prerequisites:HLTAP401B - CONFIRM PHYSICAL HEALTH STATUSHLTAMBCR401B - DELIVER BASIC CLINICAL CARE

Description: This unit of competency describes the comprehensive knowledge and skills required to assess the physical health status of a client in the out of hospital setting.

Required Reading:-

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBCR401B DELIVER BASIC CLINICAL CARE

Locations: St Albans.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to deliver 'basic' client care in the out-of-hospital (or equivalent) environment by planning and administering procedures and monitoring the state of the client based on assessment of client needs

Required Reading: Sanders, M 2007 Revised Edition 3 Mosby's Paramedic Textbook Elsevier Australia, Sydney OR Cameron, P et al 2009 Edition 3 Testbook of Adult Emergency Medicine Chatswood: Churchill Livingstone

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBCR502B DELIVER STANDARD CLINICAL CARE

Locations: St Albans.

Prerequisites: Nil.

Description: This unit of competency describes the knowledge andskills required to deliver 'standard' client care in the pre-hospital (or equivalent) environment by planning and administering procedures, and monitoring the state of the client based on assessment of the client needs

Required Reading:-

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBFC301C COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE

Locations: St Albans.

Prerequisites: Nil.

Description: This unit covers the skills required to exercise effective communication skills with clients and colleagues to support the delivery of client care services within the health industry.

Required Reading: Sanders, M 2007 Revised Edition 3 Mosby's Paramedic Textbook Elsevier Australia, Sydney OR Cameron, P. et al 2009 Edition 3 Textbook of Adult Emergency Medicine Chatswood: Churchill Livingstone Harris P, Naggy S & Vardaxis 2006 Mosby's Dictionary of Medicine, Nursing and Health Professionals Elsevier Australia, Sydney OR alternate suitable Medical Dictionary

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Projects

HLTAMBFC402C COMMUNICATE IN COMPLEX OR DIFFICULT SITUATIONS

Locations: St Albans.

Prerequisites:HLTAMBFC301C - COMMUNICATE WITH CLIENTS AND COLLEAGUES TO SUPPORT HEALTH CARE

Description: This unit involves communication where there are special difficulties in conveying or receiving information in the context of providing health care services

Required Reading:-

Assessment: This unit may be assessed by Scenarios, Clinical experience, Written test

HLTAMBPD401B MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT

Locations: St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan.

Required Reading:-

Assessment: This unit may be assessed by Scenarios, Workbook

HLTAMBPD401C MANAGE PERSONAL STRESSORS IN THE WORK ENVIRONMENT

Locations: St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan.

Required Reading:-

Assessment: This unit may be assessed by Scenarios, Workbook

HLTAMBSC401B MANAGE ROUTINE SCENE AND PROMOTE PUBLIC SAFETY

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit involves the routine management of a non-emergency situation to ensure safety at the scene and provision of information to support public awareness and addressing of public safety issues

Required Reading: Sanders, M 2007 Revised edition 3 Mosby's Paramedic Textbook Elsevier Australia, Sydney OR Cameron, P. et al 2009 Edition 3 Textbook of Adult Emergency Medicine Chatswood: Churchill Livingstone

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBSC503A CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY

Locations: St Albans.

Prerequisites: Nil.

Description: This unit involves management of procedures involving client care at the scene of an emergency.

Required Reading: Sanders, M 2007 Revised Edition 3 Mosby's Paramedic Textbook Elsevier Australia, Sydney OR Cameron. P et al 2009 Edition 3 Textbook of Adult Emergency Medicine Chatswood: Churchill Livingstone Ambulance Victoria 2009 Clinical Practice Guidelines Melbourne: Ambulance Service Victoria Ambulance Victoria 2006 Clinical work instructions Manual Melbourne: Ambulance Service Victoria

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBSC503B CONTRIBUTE TO MANAGING THE SCENE OF AN EMERGENCY

Locations: St Albans.

Prerequisites: Nil.

Description: This unit involves management of procedures involving client care at the scene of an emergency.

Required Reading: Sanders, M 2007 Revised Edition 3 Mosby's Paramedic Textbook Elsevier Australia, Sydney OR Cameron. P et al 2009 Edition 3 Textbook of Adult Emergency Medicine Chatswood: Churchill Livingstone Ambulance Victoria 2009 Clinical Practice Guidelines Melbourne: Ambulance Service Victoria Ambulance Victoria 2006 Clinical work instructions Manual Melbourne: Ambulance Service Victoria

Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test

HLTAMBT402B TRANSPORT EMERGENCY CLIENTS

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to transport clients and other appropriate personnel underemergency circumstances

Required Reading: Nil

Assessment: This unit may be assessed by Practical driving component, Workbook, written test

HLTAMBT402C TRANSPORT EMERGENCY CLIENTS

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to transport clients and other appropriate personnel under emergency circumstances

Required Reading: Nil

Assessment: This unit may be assessed by Practical driving component, Workbook, written test

HLTAN510B USE ADVANCED HEALTH TERMINOLOGY IN A PROFESSIONAL CONTEXT

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to use appropriate health terminology when reading or writing reports and communicating with clients, their families and other health professionals.

Required Reading: No required text

HLTAP301B RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH

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

Prerequisites: Nil.

Description: This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work.

Required Reading: No text required.

Assessment:- Evidence must demonstrate the individual's ability to apply their knowledge within the requirements of an identified modality of health care or support services to a specific age group - Consistency of application of knowledge should be demonstrated over the required range of workplace applications relevant to an identified work role

HLTAP401B CONFIRM PHYSICAL HEALTH STATUS

Locations: Footscray Nicholson, Werribee, City King St, Industry, Footscray Park, St Albans, Whtten Oval, Footscray.

Prerequisites: Nil.

Description: This unit of competency describes a detailed level of knowledge of anatomy and physiology required to confirm physical health status.
Required Reading: Sanders, M Mosby's Paramedic Textbook 2007 Revised edition 3 Elsevier Australia, Sydney OR Cameron, P. et al Textbook of Adult Emergency Medicine 2009 Edition 3 Chatswood: Churchill Livingstone
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test, projects.

HLTCPR201B PERFORM CPR

Locations: Footscray Nicholson, Werribee, Industry, Footscray Park, City Flinders, St Albans, Various to meet the needs of industry and sporting associations..
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.
Required Reading: Nil
Assessment: Written tasks; practical observation and demonstration.

HLTCSD201C MAINTAIN HIGH STANDARD OF CLIENT SERVICE

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes skills and knowledge for care assistance workers and other workers who have contact with clients required to deliver and maintain a high standard of service.
Required Reading: No required text
Assessment: Assessment may include: observation, written and practical tasks.

HLTCSD203C PREPARE AND MAINTAIN BEDS

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to apply bed making and cleaning practices to a range of 'beds' to ensure that clients can safely occupy a clean bed.
Required Reading: No required text
Assessment: Assessment will include: observation; oral and written and practical tasks; role play.

HLTCSD208C TRANSPORT CLIENTS

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required for the safe, timely and efficient transport of clients from one location to another at a particular site, or to other sites.
Required Reading: No required text
Assessment: Assessment may include: observation; practical and written tasks; assignment.

HLTCSD304C SUPPORT THE CARE OF CLIENTS

Locations: Footscray Nicholson, Werribee, Industry, VETiS.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge to care support clients in a range of health care and community settings Clients may include those who are aged, disabled or accessing other health services.
Required Reading: Traineeship: Workbooks will be provided to trainees as part of their training.

Assessment: Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

HLTCSD305C ASSIST WITH CLIENT MOVEMENT

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to support clients who require assistance with basic physical movement which may be due to incapacity.
Required Reading: No required text
Assessment: Assessment may include; written and practical tasks, observation, case studies and role play.

HLTCSD306C RESPOND EFFECTIVELY TO DIFFICULT OR CHALLENGING BEHAVIOUR

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to undertake the efficient and effective maintenance of a client's domestic living environment.
Required Reading: Class notes, Student Handbook, Learner Guide.

HLTCSD307C CARE FOR THE HOME ENVIRONMENT OF CLIENTS

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to undertake the efficient and effective maintenance of a client's domestic living environment.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments and verbal discussions.

HLTEN401B WORK IN THE NURSING PROFESSION

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to practise as a nursing professional with clients across the lifespan in a range of health care environments, such as acute care, community care, mental health, aged care, medical / surgical.
Required Reading: No required text
Assessment: Reflective Practice Journal, research project, case study, classroom presentation, professional portfolio.

HLTEN502B APPLY EFFECTIVE COMMUNICATION SKILLS IN NURSING PRACTICE

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This competency unit describes the skills and knowledge required for effective communication in complex communication situations and its application to nursing practice; the function and purpose of small groups; meeting procedures; and the dynamics of group work and evaluation as a tool for continuous improvement.
Required Reading: No required text
Assessment: Reflective Practice Journal; Research project; Case Study; Classroom Presentation; Professional Portfolio.

HLTEN503B CONTRIBUTE TO CLIENT ASSESSMENT AND DEVELOPING NURSING CARE PLANS

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required of an Enrolled/Division 2 Nurse in contributing to the development of individualised health care plans by collection of data captured during a client's preliminary and ongoing health assessments. Assessment is based on a lifespan approach.
Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing 7th Mosby, St Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York
Assessment: Scenario based assessments x 3, Workplace case study x 3.

HLTEN504B IMPLEMENT AND EVALUATE A PLAN OF NURSING CARE

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This competency unit describes the knowledge and skills required to implement nursing care plans for individual clients and evaluate the care provided in a range of health environments.
Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing 7th Mosby, St. Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York
Assessment: Scenario based assessments x 3; Workplace case study x 3.

HLTEN505B CONTRIBUTE TO THE COMPLEX NURSING CARE OF CLIENTS

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This competency unit describes the knowledge, skills and attitudes required to providing nursing care for clients with complex needs.
Required Reading: No required text
Assessment: Quiz x5; Scenario based assessment

HLTEN506B APPLY PRINCIPLES OF WOUND MANAGEMENT IN THE CLINICAL ENVIRONMENT

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: Enrolled/Division 2 nurses apply contemporary wound management principles to the care of clients with varying types of wounds.
Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing 7th Mosby, St Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York
Assessment: Pre Clinical Assessment

HLTEN507B ADMINISTER AND MONITOR MEDICATIONS IN THE WORK ENVIRONMENT

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required of Enrolled/Division 2 nurses to administer and monitor medications and evaluate their

effectiveness for clients within a health environment.
Required Reading: No required reading
Assessment: Calculations Test; Pass required in all skills assessments; Theory Test1; Theory Test2

HLTEN508B APPLY REFLECTIVE PRACTICE, CRITICAL THINKING AND ANALYSIS IN HEALTH

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required of the Enrolled/Division 2 Nurse to demonstrate nursing practice in a contemporary health environment using critical thinking and analysis and reflective practice.
Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing Mosby, St Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York
Assessment: Reflective Practice Journal, research project, case study, classroom presentation, professional portfolio.

HLTEN509B APPLY LEGAL AND ETHICAL PARAMETERS TO NURSING PRACTICE

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required for an Enrolled/Division 2 nurse to perform within the legal and ethical parameters of professional practice, supporting client rights and meeting duty of care requirements.
Required Reading: No required text
Assessment: Reflective Practice Journal, research project, case study, classroom presentation, professional portfolio.

HLTEN510B IMPLEMENT AND MONITOR NURSING CARE FOR CONSUMERS WITH MENTAL HEALTH CONDITIONS

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This competency unit describes the skills and knowledge required to contribute to the nursing care and management of consumers with mental illness.
Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing 7th Mosby, St. Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York
Assessment:case study x 2, Final Exam.

HLTEN511B PROVIDE NURSING CARE FOR CLIENTS REQUIRING PALLIATIVE CARE

Locations: Industry, St Albans, Sunbury.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required in providing palliative care to clients with life-limiting illness and their family.
Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing 7th Mosby, St Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins,Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York
Assessment: Assignment, Scenario based assessment

HLTEN512B IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH ACUTE HEALTH PROBLEMS

Locations: Industry, St Albans, Sunbury.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required of Enrolled/Division 2 nurses to contribute to the care of the person with an acute health problem by performing nursing interventions that support their health care needs and assist them to regain optimal function and lifestyle.

Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing Mosby, St. Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York

Assessment: An exam will assess all elements of competence. Workplace assessment will contribute to the assessment process.

HLTEN513B IMPLEMENT AND MONITOR NURSING CARE FOR CLIENTS WITH CHRONIC HEALTH PROBLEMS

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required in contributing to the care of the client with a chronic illness by performing nursing interventions that support the client's needs and assist in maintaining an optimal lifestyle.

Required Reading: No required text

Assessment: This is assessed as follows: Laboratory Assessment and Test.

HLTEN514B APPLY RESEARCH SKILLS WITHIN A CONTEMPORARY HEALTH ENVIRONMENT

Locations: Industry, St Albans, Sunbury.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required of the Enrolled/Division 2 Nurse to demonstrate nursing practice in a contemporary health environment using research skills.

Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing 7th Mosby, St Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York

Assessment: Reflective Practice Journal; Research project; Case Study; Classroom Presentation; Professional Portfolio.

HLTEN515B IMPLEMENT AND MONITOR NURSING CARE FOR OLDER CLIENTS

Locations: Industry, St Albans, Sunbury.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required for the Enrolled/Division 2 Nurse to perform nursing interventions to support the health care needs of the older person in both acute care settings and residential aged care environments.

Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing 7th Mosby, St Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative

Care: quality care to the end of life Springer, New York

Assessment: research project, classroom presentation.

HLTEN516B APPLY UNDERSTANDING OF THE AUSTRALIAN HEALTH CARE SYSTEM

Locations: Industry, St Albans, Sunbury.

Prerequisites: Nil.

Description: This unit of competency describes skills and knowledge required to function independently in developing strategies to practise within the current and future health care environment taking into account the Australian health care system.

Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing 7th Mosby, St Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York

Assessment: Assignment; Classroom presentations; Case Study.

HLTEN519B ADMINISTER AND MONITOR INTRAVENOUS MEDICATION IN THE NURSING ENVIRONMENT

Locations: Industry, St Albans, Sunbury.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required of Enrolled/Division 2 nurses to administer and monitor intravenous medications and their effectiveness for clients within the nursing context.

Required Reading: No required text

Assessment: Skills Assessments; Theory Test

HLTEN520B CONTRIBUTE TO THE CARE OF MOTHERS AND BABIES

Locations: Industry, St Albans, Sunbury.

Prerequisites: Nil.

Description: The competency unit describes the knowledge and skills required by an Enrolled/Division 2 nurse working in the area of providing care to mothers and babies in a range of settings, such as postnatal, low risk nursery, child and family health and paediatric settings.

Required Reading: Bryant & Knights, 2007 Pharmacology for health professionals Elsevier, Sydney Potter, P. & Perry, A. (Eds.)., 2007 Fundamentals of Nursing 7th Mosby, St Louis Pilliteri, A, 2007 Maternal & child health nursing Lippincott, Williams & Wilkins, Philadelphia Laporto Mato, M. & Witt She, D., 2006 Palliative Care: quality care to the end of life Springer, New York

Assessment: Laboratory Assessments; Scenario based assessment.

HLTEN602B PRACTISE IN THE REHABILITATION NURSING ENVIRONMENT

Locations: St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by Enrolled/Division 2 Nurses to perform nursing interventions to assist the person requiring rehabilitation to regain optimal function and lifestyle.

Required Reading: No required text

Assessment: Case Study, Class/ simulated lab and workbook task completion Other, Case Study- development of a nursing care plan for patient requiring rehabilitation, 50%. Class Activity, Quiz, Simulated admission/discharge planning and workbook completion, 50%.

HLTEN603B PROVIDE SEXUAL AND REPRODUCTIVE HEALTH CARE FOR CLIENTS

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by Enrolled Nurses, in consultation/collaboration with other members of the health care team, to provide nursing interventions for clients with sexual and reproductive health care needs.

Required Reading: No required text

Assessment: Written test, assignment, project and presentations

HLTEN606B ASSESS CLIENTS AND MANAGE CLIENT CARE

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required for the Enrolled/Division 2 Nurse to address the principles of best practice in nursing care delivery, client service and health care teamwork in order to provide holistic nursing care to clients at an advanced level in a variety of health care settings.

Required Reading: No required text

Assessment: Written test, assignment, project and presentations

HLTEN608B PRACTISE IN THE DOMICILIARY HEALTH CARE ENVIRONMENT

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by Enrolled/Division 2 nurses to perform nursing interventions to assist clients in a domiciliary environment.

Required Reading: No required text

HLTEN611B APPLY PRINCIPLES OF DIABETIC NURSING CARE

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required to apply the principles of diabetic nursing care, building upon existing skills to enable the Enrolled/Division 2 nurse to provide holistic nursing care and maintain optimal health.

Required Reading: No required text

HLTEN612B PRACTISE IN THE PERIOPERATIVE NURSING ENVIRONMENT

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required to apply the principles of perioperative nursing care, building upon existing skills to enable the enrolled nurse to provide holistic nursing care.

Required Reading: No required text

Assessment: Written test, assignment, project and presentations

HLTEN617B PRACTISE IN CONTEMPORARY MENTAL HEALTH CARE

Locations: St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by Enrolled/Division 2 nurses to perform nursing interventions to assist the person with a mental health condition to maintain or regain optimal function and lifestyle It focuses on the roles and responsibilities of the Enrolled/Division 2 Nurse within the mental health team, and on the nursing management of the consumer with a mental illness within the acute and/or community mental health environment.

Required Reading: No required text

Assessment: Case Study, Class/ simulated lab and workbook task completion Other, Case Study- development of a nursing care plan for a patient within the contemporary mental health environment, 50%. Class Activity, Quiz, Simulated admission/discharge planning and workbook completion, 50%.

HLTEN618B PRACTISE IN CONTEMPORARY RURAL/REMOTE HEALTH CARE

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by Enrolled/Division 2 nurses to perform nursing interventions to assist clients of rural health care services to maintain or regain optimal function and lifestyle.

Required Reading: No required text

HLTEN620B PRACTISE IN FIRST LINE EMERGENCY NURSING

Locations: Industry, St Albans.

Prerequisites: Nil.

Description: This competency unit describes the skills and knowledge required by the Enrolled/Division 2 nurse to perform nursing interventions to assist clients requiring emergency health care.

Required Reading: Class notes, Student Handbook, Learner Guide.

HLTFA301C APPLY FIRST AID

Locations: Footscray Nicholson, Werribee, City King St, Industry, City Flinders, St Albans, Sunbury, Cert I in Introduction to Vocational Education and Cert I in Introductory Vocational Education - Footscray Nicolson, St Albans and Werribee only. Cert I in Mumgu-dhal tyama-tiyt - St Albans only Cert II in Community Services Work - Off Campus at Secondary Schools auspiced by Victoria University. Cert IV in Massage Therapy - (Orientation camp (Beaufort). Other location subject to change by school if required. Cert III in Allied Health Services - VETiS.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

Required Reading: Certificate I in Introductory Vocational Education, Certificate I in Mumgu-dhal tyama-tiyt: There is no required reading for this module. The teacher will provide teaching and learning material as required. Diploma of Youth Work - CHC50502 Learner's Guide Applying First Aid School of Health/Sport and Science First Aid emergency handbook by Liz Hopwood. Australian marketing and Distribution. And the VU Learners guide. Certificate II in Community Services Work School of Health supplies the required text which usually encompasses a practical guide to first aid procedures. Hospitality Traineeship: Workbooks will be provided to trainees as part of their training.

Assessment: This unit may be assessed by Scenarios, Workbook, Oral/Written test, Demonstration and Observation. Certificate I in Mumgu-dhal tyama-tiyt Students will develop a portfolio of evidence for assessment. This will include direct observation, questioning, completion of a variety of injury forms, workplace documents, project work and third-party reports. Practical demonstrations of First Aid processes through CPR procedures, bandaging safety assessments etc. Theoretical Multiple Choice Test. Diploma of Youth Work & Children's Services: Graded Assessment School of Health The Unit has two modes of assessment. The first is via simulation in classroom settings with observation from First Aid teacher. The next mode is through either written or oral response to a set of questions which assess further knowledge of First Aid procedures. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

HLTFA402C APPLY ADVANCED FIRST AID
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers This unit builds on HLTFA301B: Apply first aid to include additional skills and use of a range of equipment.
Required Reading: Certificate II in Mumgu-dhal tyama-tiyt The teacher will provide teaching and learning material as required.

HLTFS201C DISTRIBUTE MEALS AND REFRESHMENTS TO CLIENTS
Locations: Footscray Nicholson, Werribee, Industry, Melton, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to receive, transport and store food in a safe and hygienic manner according to enterprise and statutory requirements This unit is based on the commercial catering competency standards (199X) unit of competency transport and store food in a safe and hygienic manner (BCAT3.
Required Reading: No required text

HLTFS207C FOLLOW BASIC FOOD SAFETY PRACTICES
Locations: Footscray Nicholson, Industry, Melton, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required for basic food safety practices including personal hygiene, conduct when working in a food service environment, basic pest control requirements and basic food disposal requirements It describes the most basic level of competence required by any person in any industry who directly handles food.
Required Reading: No required text

HLTFS302C PREPARE FOODS SUITABLE FOR A RANGE OF FOOD SERVICE SETTINGS
Locations: Footscray Nicholson, Industry, Melton, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to prepare and present meals in a manner that meets the nutritional requirements of client groups in a range of community and health care food service settings.
Required Reading: No required text

HLTHIR301A COMMUNICATE AND WORK EFFECTIVELY IN HEALTH
Locations: St Albans, Off campus at Secondary Schools auspiced by Victoria University..
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.
Required Reading: Victoria University Staff 08 2008 edition 1 Student Reader VU Sanders, M 2007 revised edition 3 Mosby's Paramedic Textbook Elsevier Australia, Sydney OR Cameron, P 2009 edition 3 Textbook of Adult Emergency Medicine Chatswood: Churchill Livingstone
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test and poster.

HLTHIR402B CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY
Locations: St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to effective organisation outcomes in the health industry by practising and promoting legal and ethical work practices to protect client safety and enhance outcomes for the organisation and its clients in the broader health industry context
Required Reading: Department of Human Services 2006 Non-emergency patient transport-Clinical practice protocols Melbourne: DHS Ambulance Victoria 2009 Clinical practice guidelines Melbourne: Ambulance Service Victoria Ambulance Victoria 2006 Clinical work instructions manual Melbourne: Ambulance Service Victoria
Assessment: This unit may be assessed by Scenarios written tests and projects.

HLTHIR402C CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY
Locations: St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to effective organisation outcomes in the health industry by practising and promoting legal and ethical work practices to protect client safety and enhance outcomes for the organisation and its clients in the broader health industry context
Required Reading: Department of Human Services 2006 Non-emergency patient transport-Clinical practice protocols Melbourne: DHS Ambulance Victoria 2009 Clinical practice guidelines Melbourne: Ambulance Service Victoria Ambulance Victoria 2006 Clinical work instructions manual Melbourne: Ambulance Service Victoria
Assessment: This unit may be assessed by Scenarios written tests and projects.

HLTHIR403B WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.
Required Reading: No required texts
Assessment: This will be assessed as follows: Assignment and classroom presentation. CSW: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions. Massage: Graded assessment

HLTHIR403C WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.
Required Reading: No required texts
Assessment: This will be assessed as follows: Assignment and classroom presentation. CSW: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

HLTHIR404B WORK EFFECTIVELY WITH ABORIGINAL AND OR TORRES STRAIT ISLANDER PEOPLE
Locations: Footscray Nicholson, City King St, Industry, Footscray Park, City Flinders, St

Albans, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit describes the communication and work practice skills and knowledge required to work with Aboriginal and Torres Strait Islander people in the health industry context. It deals specifically with cross-cultural awareness and issues involving working with Aboriginal and Torres Strait Islander individuals, organisations and communities
Required Reading: No required text
Assessment: Massage Course Reflective journal based on visit to ATS community group. Participation in a massage clinic with ATS clients Competency based: the following assessment methods may be used: Written objective tests; written responses; workplace assessment; practical/exercises; practical projects; assignment. Reflective Journal, journal based on visit to ATS community group., 0%. Demonstration, Skills and knowledge demonstrated, 0%.

HLTHIR404D WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE
Locations: Footscray Nicholson, City King St, Industry, Footscray Park, City Flinders, St Albans, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit describes the communication and work practice skills and knowledge required to work with Aboriginal and Torres Strait Islander people in the health industry context. It deals specifically with cross-cultural awareness and issues involving working with Aboriginal and Torres Strait Islander individuals, organisations and communities
Required Reading: No required text
Assessment: Massage Course Reflective journal based on visit to ATS community group. Participation in a massage clinic with ATS clients The following methods may be used in assessing units: Written objective tests; written responses; workplace assessment; practical/exercises; practical projects; assignment. Reflective Journal, journal based on visit to ATS community group., Yes/No. Demonstration, Skills and knowledge demonstrated, Yes/No.

HLTHIR505C PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit covers the skills required to provide leadership in establishing ethical and high quality work practices, to others working within the health industry. Leadership can be provided and/or modeled to clinic staff or allied professionals.
Required Reading: No required text

HLTHSE204C FOLLOW SAFE MANUAL HANDLING PRACTICES
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit is concerned with the workers ability to carry out their work in a safe manner within the health care environment. Work will usually be performed within a prescribed range of functions involving known routines and procedures
Required Reading: No required text
Assessment: Assessments may include: interview and report, in class simulated demonstration and observation, short answer questions, case studies, workshops, group project, presentation, self reflection journal.

HLTIN403C IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES

Locations: Footscray Park, Whitten Oval - Footscray.
Prerequisites: Nil.
Description: This unit is concerned with infection control responsibilities of employees with supervisory accountability to implement and monitor infection control policy and procedures in a specific work unit or team within an organisation.
Required Reading: No required text

HLTOHS200A PARTICIPATE IN OHS PROCESSES
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.
Required Reading:21861VIC Certificate III in Mumgu-dhal tyama-tiyt The teacher will provide teaching and learning material as required.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test 21861VIC Certificate III in Mumgu-dhal tyama-tiyt Students develop a portfolio of evidence for assessment. This may include direct observation, simulations, role plays, complete hazard and incident reports, complete workplace inspection checklists and third party reports from supervisors, support workers and peer feedback.

HLTOHS200B PARTICIPATE IN OHS PROCESSES
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.
Required Reading:21861VIC Certificate III in Mumgu-dhal tyama-tiyt The teacher will provide teaching and learning material as required.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test 21861VIC Certificate III in Mumgu-dhal tyama-tiyt Students develop a portfolio of evidence for assessment. This may include direct observation, simulations, role plays, complete hazard and incident reports, complete workplace inspection checklists and third party reports from supervisors, support workers and peer feedback.

HLTOHS300B CONTRIBUTE TO OHS PROCESSES
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others.
Required Reading: No text required.
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test.

HLTOHS400A MAINTAIN OHS PROCESSES
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisation OHS processes.
Required Reading: No required text

Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

HLTOHS401A MAINTAIN WORKPLACE OHS PROCESSES
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit specifies the workplace performance required by an employee with supervisory responsibilities, to maintain organisation OHS processes.
Required Reading: No text required.
Assessment: Student assessments will include: - Test (Video recording and follow up questionnaire (safety in the office) Hazards, risk assessment, control measures, reporting and collaboration. - Poster (create safe procedure poster (eg: emergency evacuation). Identify needs, self care, raising awareness, - Recognising impacting factors, management processes of ongoing monitoring and processes for change.

HLTOHS456B IDENTIFY, ASSESS AND CONTROL OHS RISK IN OWN WORK
Locations: St Albans.
Prerequisites: Nil.
Description: This unit specifies the workplace performance required by a technician or specialist in addressing OHS risk, to ensure their own safety, as well as that of others who may be affected by their work
Required Reading:-
Assessment: This unit may be assessed by Scenarios, Workbook

HLTOHS501A MANAGE WORKPLACE OHS PROCESSES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit specifies the workplace performance required by an individual responsible for ongoing management of OHS within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation
Required Reading: No required text

HLTPM501B MANAGE IN A HEALTH CARE BUSINESS
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to manage the business requirements of a practice within the health care environment.
Required Reading: No required text

HLTPM502B MANAGE HEALTH BILLING AND ACCOUNTING SYSTEM
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to manage a billing and accounting system in a health practice, with consideration of client accessibility, practice viability and regulatory and legislative requirements.
Required Reading: No required text

HLTRAH302B UNDERTAKE HOME VISITS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This competency unit describes the skills and knowledge required to make a home visit for the purpose of delivering health services
Required Reading:no required text

HLTSUP401B SUPERVISE IN A HEALTH SETTING
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to supervise workers in a health setting It involves working with a work group to optimise client safety and comfort whilst completing job expectations and outputs.
Required Reading: No required text

LGACORE101B ACCESS LEARNING AND CAREER DEVELOPMENT OPPORTUNITIES
Prerequisites: Nil.
Description: This unit covers taking responsibility for own workplace learning and skills development in order to influence career or job progression. The unit requires recognition that career progression is the shared responsibility of both the individual and the organisation.This unit is appropriate for entry-level staff, trainees and those who have returned to the workplace after some time. Individuals needing to clarify their career goals at any stage in their career may also benefit from this unit.
Required Reading:-
Assessment: As per accredited curriculum

LGACORE102B FOLLOW DEFINED OHS POLICIES AND PROCEDURE
Prerequisites: Nil.
Description: This unit covers general occupational health and safety (OHS) requirements in all local government functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all council staff.
Required Reading:-
Assessment: As per accredited curriculum

LGACORE103B PROVIDE SERVICE TO LOCAL GOVERNMENT CUSTOMERS
Prerequisites: Nil.
Description: This unit outlines the competencies required when providing customer service in a local government environment, including identification of customer needs and the use of effective communication skills. It requires an ability to understand and work with a diverse range of customer groups and is appropriate for all areas of council.
Required Reading:-
Assessment: As per accredited curriculum

LGAGOVA202B PROCESS INFRINGEMENT NOTICES
Locations: Footscray Nicholson, Newport, City King St, Industry.
Prerequisites: Nil.
Description: Maintain records of infringement notices;Locate and retrieve information on infringement notices;Action infringement notices;Produce correspondence related to infringement notices.
Required Reading: No required text
Assessment: As per accredited curriculum RPL: Participants will provide evidence of their skills, knowledge and experience.

PSPMNGT605B MANAGE DIVERSITY
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers productive diversity management to maximise workforce effectiveness. It includes contributing to, promoting and monitoring a diversity strategy,; facilitating the development of a workforce that promotes and values

diversity; and facilitating communication with a diverse workforce.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations; roleplays; written assessments; group work; class discussion or in-class assessment activities.

PUAEME001B PROVIDE EMERGENCY CARE
Locations: St Albans.
Prerequisites: Nil.
Description: This unit covers the competency to provide emergency care pending the arrival of appropriately qualified personnel.
Required Reading:-
Assessment: This unit may be assessed by Scenarios, Workbook

PUASAR001B PARTICIPATE IN A RESCUE OPERATION
Locations: St Albans.
Prerequisites:PUAEME001B - PROVIDE EMERGENCY CARE
Description: This unit covers the competency to participate in rescue operations as a member of a rescue team. This unit underpins the specialist rescue operations.
Required Reading:no required text
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Projects

RTC2801A PARTICIPATE IN WORKPLACE COMMUNICATIONS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: 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.
Required Reading: The teacher will provide teaching and learning material as required.-
Assessment: Students develop a portfolio of evidence used for assessment. This will include, role plays, teacher observation, student written tasks and oral presentations.

RTE5523A DEVELOP CLIMATIC RISK MANAGEMENT STRATEGIES
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This competency standard describes the work function associated with developing climate risk management strategies for an agricultural, horticultural or land management enterprise. It requires the ability to research climate and enterprise data, analyse and interpret climate and enterprise data, prepare risk management strategies, and integrate climate risk and opportunities for management strategies at a business management level. Developing climate risk management strategies requires knowledge of current forecasting techniques, impact of weather and climate phenomena on rainfall, plant growth and yields, livestock production, causes of general patterns of weather and climate over Australia, climate variability and climate change, and direct and indirect impacts of climate variability on land management and sustainability.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

RTE5902A DEVELOP AND REVIEW A BUSINESS PLAN
Locations: Industry, City Flinders.
Prerequisites: Nil.

Description: This competency standard covers the process of developing and reviewing business for an agricultural, horticultural or land management business enterprise. It requires the application of knowledge and skills to determine the scope of the business plan, prepare a business plan, determine goals, trial systems, and document, monitor and review the business plan. Competency must also be demonstrated in communicating business plan objectives to relevant parties. The work in this standard will be carried out with limited or no supervision, within enterprise guidelines.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

RTE5912A PLAN AND MONITOR PRODUCTION PROCESSES
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This competency standard covers the process of planning for production, and then monitoring the implementation of that plan. It includes the need to act in an environmentally aware manner, while at the same time maximising the production capacity of the organisation. It requires the need to analyse and extract information from a broad range of sources, and to comply with a variety of legislative and regulatory requirements. Planning and monitoring production processes is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved. Planning and monitoring production processes requires extensive knowledge in some areas such as sustainable land use principles and practices, and a range of technical and other skills such as planning, and cost benefit analysis.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

RTE5916A PREPARE AND MONITOR BUDGETS AND FINANCIAL REPORTS
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This competency standard covers the process of preparing budgets and financial reports, and the implementation and monitoring of budgets in agricultural, horticultural or land management enterprise. Work is likely to be undertaken alone or under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the work of others may be involved. Competency involves the self-directed development of knowledge with substantial depth across a number of areas with a range of skills. Competencies are usually used independently and are substantially non-routine. Significant judgement is required in planning design, technical or supervisory functions related to products, services, operations or processes.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

SIFFNL003A ARRANGE FUNERALS
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify funeral needs and make appropriate funeral arrangements.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SIFFNL009A PLAN AND CONDUCT A FUNERAL CEREMONY

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and perform a funeral ceremony in the absence of clergy or a celebrant according to the needs of clients, including making a funeral ceremony address.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SIFIND001A WORK EFFECTIVELY IN THE FUNERAL SERVICES INDUSTRY

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify the general structure of, and stakeholders within, the funeral services industry and to comply with workplace requirements.
Required Reading: No required text
Assessment: This unit may be assessed by in class assessments, group assessments, role plays, written assessments, presentations and verbal discussions.

SRCCRO001B ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit has been developed for the Community Recreation Industry Training Package and covers the knowledge and skills to assist in the planning and conduct of recreation games not requiring equipment in a community recreation setting.
Required Reading: No required text
Assessment: Assessment may include assignments, tests and practical tasks.

SRCCRO009B CONDUCT A RECREATION PROGRAM FOR OLDER PERSONS

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge necessary to conduct a recreation program consisting of a range of suitable physical recreation activities for older persons.
Required Reading: No required text
Assessment: This unit may be assessed by oral presentations, role plays, written assessments, group work, class discussion or in-class assessment activities.

WDA1001 COMMUNITY DEVELOPMENT 1

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. Students will be encouraged to analyse social issues and develop an understanding of community development strategies and their application to concrete situations in an increasingly globalised context. The unit will familiarise students with critical Community Development concepts, such as equity, inclusion and empowerment, as well as underpinning principles relating to human rights, social justice and ecological sustainability.
Credit Points:12

Learning Outcomes: On successful completion of this unit students will be able to:

- Demonstrate capacity to identify individual concerns and translate them into public issues by facilitating individual awareness of issues which may be common to the group and to assist establishment of access to group processes.
- Apply initiative and imagination when searching for solutions to presented problems, working both autonomously and in groups.
- Differentiate between a range of cultures represented in class and in other societies and communicate effectively with people.
- Analyse community development processes in terms of underpinning theory and principles of sustainable development.
- Reflect upon and determine key people or stakeholders in the community required to establish cooperative processes.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Kenny, S 2011, Developing Communities for the Future, 4th Edn, Cengage Learning, South Melbourne, Vic Tesoriero, F 2010, Community Development: community-based alternatives in an age of globalisation, Pearson Education Australia
Assessment: Report, Reflective report, 50%. Report, Analytical case report - Participation in Community Development Project, 50%. These assessments are equivalent to 3000 words.

WDA1002 COMMUNITY INTEGRATED PROJECT - FIELDWORK 1

Locations: Footscray Park.
Prerequisites: Nil.
Description: This unit prepares students for work practices in community development/services that are non-discriminatory and non judgemental. This unit focuses on developing ethical approaches to all aspects of community development/services in Australia - with an inter-cultural and international perspective. From an initial examination of the personal values and beliefs that shape individual practice, students will be encouraged to develop, evaluate and analyse a framework for professional practice. This includes the underpinning principles and values of community practice, aspects of professional conduct, and communication standards. Students will participate in the community sector by completing 100 hours of fieldwork placement which will include involvement in the development and implementation of community projects, group work and the broader functions of community organisations.
Credit Points:12

Learning Outcomes: On successful completion of this unit students will be able to:

- Demonstrate an understanding of the aims, policies and strategies of a community development/services program or organisation;
- Analyse community development and/or community services practices and roles in a community or organisational setting;
- Undertake a small scale project or organising task in a community development /services organisation or setting;
- Demonstrate appropriate communication and project co-ordination skills;
- Understand the linkages between policy, conceptual and theoretical frameworks and community development/community services in a work integrated learning context.

Class Contact: Students are required to complete 100 hours of fieldwork placement working on a Community Integrated Project. Students will be required to attend 10 hours of class time to prepare, analyse and support the development of the Community Integrated Project.

Required Reading: Cleak, H & Wilson, J., (2007) Making the Most of Field Placement Chenoweth, L & McAuliffe, D., (2011) The Road to Social Work and Human Service Practice, Thomson Learning, Southbank

Assessment: Report, Reflective Writing -, 25%. Presentation, Oral presentation - 20 minute oral presentation, 25%. Report, Placement report, 50%. These assessments are equivalent to 3000 words.

WDA1003 ACADEMIC RESEARCH

Locations: Footscray Nicholson, Footscray Park.
Prerequisites: Nil.
Description: Drawing on the concepts and content of the Introduction to Sociology unit, this unit focuses on developing students' written communication in the disciplinary discourse of Sociology. It also aims to develop the students' capacity to work autonomously and collaboratively; and develops the students' capacity to apply basic knowledge of research methodologies in Sociology. The conceptual and practical outcomes of the unit can be extended to other subjects in social sciences.
Credit Points: 12

Learning Outcomes: On successful completion of this unit students will be able to:

- Effectively and appropriately document and synthesise information from classes and related readings in a structured and accurate form
- Access, critically read and evaluate texts for application to academic research in sociology
- Demonstrate foundational understanding of theoretical approaches within sociology, through academic writing
- Demonstrate application of academic conventions, including documentation and referencing.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Unit of Study Participants Guide
Assessment: Exercise, Diagnostic writing (personal reflection on a case study topic) , 15%. Assignment, Academic writing task , 25%. Essay, Essay demonstrating use of academic conventions , 35%. Report, Written Reflection on the marked academic essay, 25%. These assessments are equivalent to 3000 words.

WDA1004 COMMUNICATION ,CULTURE AND COMMUNITY

Locations: Footscray Nicholson, Footscray Park.
Prerequisites: Nil.
Description: This unit introduces students to the interaction of communication and culture, exploring implications for community systems and development. It will examine the ways in which communication operates in everyday life and how it is connected to a globalising world. Dimensions of power in culture and communication will be explored, as well as the social institutions that reinforce this. The impact of global culture; non-verbal communication; language and gender; students' own cultural background; and migration narratives will be explored through case-studies and simulated experiences.
Credit Points: 12

Learning Outcomes: On successful completion of this unit students will be able to:

- Understand the role of communication in personal and social life, with reference to key research areas
- Understand the interaction of culture and communication and implications for community systems and institutions
- Critically analyse case studies that highlight the complexities of this interaction, including dimensions, such as gender, class, religion, power and forced migration
- Identify the role of communication and culture on building social, economic and environmental sustainability in communities.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Unit Book of Readings
Assessment: Case Study, Case-study analysis from workplace or simulated environment, 25%. Test, In class test, 25%. Essay, Critical reflection on interview or case-study research/major essay, 50%. These assessments are equivalent to 3000 words.

WDA1005 CRITICAL LITERACY

Locations: Footscray Nicholson, Footscray Park.
Prerequisites: Nil.
Description: Drawing on the concepts and content of Applied Human Rights, this unit focuses on developing students' written communication in the discourse of Human Rights. It aims to develop a working knowledge of the conventions in academic reading and writing that operate within this discourse; it develops students' capacity to work autonomously and collaboratively; and it develops students' capacity to apply basic knowledge of research methodologies. It aims to strengthen the essential skills of critical reading, analysis, argument, use of evidence and formal academic writing. Students are introduced to some of the debates, controversies and texts in human rights and the social sciences, as well as the embedded skills of language, literacy and numeracy. Students also develop numeracy skills by reading graphs and learning to interpret different sets of numerical and visual data. The unit combines conceptual and practical outcomes through the link between skills-based learning and the development of scholarly analytical approaches to the social sciences. The conceptual and practical outcomes of the unit can be extended to other subjects in social sciences.
Credit Points: 12

Learning Outcomes: On successful completion of this unit students will be able to:

- Demonstrate an awareness of the conceptual foundations of the social sciences and human rights
- Locate, manage and use written and numerical information effectively and efficiently
- Identify a level of cultural awareness to a given topic or debate
- Identify awareness of sustainability issues in relation to a given topic or case study
- Identify and reproduce the structure and requirements of academic argument and essay
- Reference sources according to established social science conventions

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester
Required Reading: Victoria University Student Handbook - Critical Literacy in Social

Sciences (Human Rights)

Assessment: Exercise, Diagnostic writing (personal reflection on a case study(topic), 15%. Assignment, Academic writing task , 25%. Essay, Essay demonstrating use of academic conventions , 35%. Report, Written reflection on the marked academic essay , 25%. These assessments are equivalent to 3000 words.

WDA1006 INTRODUCTION TO SOCIOLOGY

Locations: Footscray Nicholson, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This introductory unit seeks to give an overview of sociology - an introduction to how we might go about 'thinking society' in a systematic and disciplined way. This unit examines processes of social change and offers the opportunity to critically examine social issues and explore questions of social and cultural identity. It looks at how that theory might be applied to specific areas of investigation and research. The unit aims to equip students with the ability to distinguish a sociological approach from other possible approaches to information, social situations, issues and problems; to recognise and experiment with different theoretical frameworks within sociology; and to begin to apply a range of critical analytical skills to a variety of contemporary social arrangements and social issues. The Introduction to Sociology unit within the Diploma of Community (Arts) will be delivered collaboratively with the Sociology 1A unit of study delivered in the School of Psychology and Social Sciences (HE). This will involve students attending Sociology 1A lectures which will be followed up with detailed tutorials in the School of Health and Community Services (VE). This will be classified as a hybrid model of delivery for the IEP and will involve considerable consultation and collaboration between the unit coordinators in both VE and HE.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Demonstrate an introductory capacity to recognise the nature of sociological approaches to problems, as distinct from other forms of inquiry;
- Differentiate between the various theoretical approaches within the broad discipline of sociology;
- Develop the capacity to borrow theoretical tools and concepts offered within the discipline of sociology and to recognise and experiment with their applicability to problems and practices beyond the classroom;
- Apply academic conventions of documentation and referencing.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Students will be required to purchase a Book of Readings for this unit of study, to be used in conjunction with tutorial and assessment requirements.
Assessment: Research Paper, Research Paper, 50%. Exercise, Class based written exercises, 50%. These assessments are equivalent to 3000 words.

WDA1007 FOUNDATIONS OF SOCIOLOGY

Locations: Footscray Nicholson, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment

methods. This unit of study is interested in the regulation of normal and deviant citizens, including corporate citizens, in contemporary Western societies related to sociological thought. The course's starting point is the claim that both normality and deviance are 'managed' and introduces students to the ways in which deviance and normality has been thought about, identified and acted upon. Students are introduced to sociological analyses of deviance, and to questions concerning the contribution of sociological investigation to the work of social regulation. Broad topic areas include: women and criminal deviance, juvenile crime, the medicalisation of deviance, corporate crime and social disadvantage. The Foundations of Sociology unit within the Diploma of Community (Arts) will be delivered collaboratively with the Sociology 1B unit of study delivered in the School of Psychology and Social Sciences (HE). This will involve students attending Sociology 1B lectures which will be followed up with detailed tutorials in the School of Health and Community Services (VE). This will be classified as a hybrid model of delivery for the IEP and will involve considerable consultation and collaboration between the unit coordinators in both VE and HE.
Credit Points:12

Learning Outcomes: On successful completion of this unit students will be able to:

- Understand some of the key perspectives of the normality deviance and how they are managed;
- Demonstrate the development of an information base, and relevant analytic and basic research skills;
- Demonstrate the development of the skills of presentation, in both oral and written form.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Roach-Anleu, S. (2005) 4th edn Deviance, conformity and control Addison Wesley Longman, Melbourne Furze, B. Savvy, P. Brym, RJ, Lie, J. (2008) Sociology in Today's World Cengage Learning, Sth Melb.
Assessment: Research Paper, Research Report, 50%. Exercise, Class based written exercises, 50%. These assessments are equivalent to 3000 words. .

WDA1008 HUMAN RIGHTS AND ADVOCACY

Locations: Footscray Park.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. The aim of the unit of study is to introduce students to the ways in which community development theories and models can be applied in the context of human rights, particularly in the welfare and human service sectors. The unit begins with an examination of the United Nations and other international conventions and covenants on human rights, including specific covenants on social, educational, employment rights and rights of women, minorities and children. International observance and problems in the implementation of human rights are then examined, with particular reference to the Asia Pacific region. Specific human rights problems in the educational, welfare and employment contexts are discussed and related to strategies and models of community development and advocacy.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students will be able to:

- Demonstrate a knowledge of the major human rights instruments in use internationally;
- Understand the role played by power and politics in the international and national governance of human rights;
- Identify the role played by civil society in pioneering most of the international human rights instruments and how to use them today;
- Demonstrate a clear understanding of the contours and principal features of a rights-based approach to development;
- Clearly conceptualise practice-based approaches to human rights.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester
Required Reading: Eldridge, P 2002, The politics of human rights in South East Asia, London: Routledge. Jacobsen, M & Bruun, O (eds) 2000, Human rights and Asian values, Surrey: Nordic Institute of Asian Studies, Curzon Press.
Assessment: Research Paper, Research Report, 50%. Case Study, Role Play, 40%. Exercise, Class exercises, 10%. These assessments are equivalent to 3000 words.

WDA1009 WORKING IN SOCIAL AND COMMUNITY SERVICES 1
Locations: Footscray Nicholson, Footscray Park.
Prerequisites: Nil.
Description: This unit aims to introduce students to theory and practice of working in social and community services. It will cover the history of social work theories and practices and the history and models of community development. The unit will explore key developments over the past century and its major influences on human services practice in Australia and internationally.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Demonstrate a beginning understanding of Human Services Practice as diverse, purposeful activity, informed by a dynamic body of social theory and knowledge;
- Demonstrate an understanding of the development of social work and community development in Australia and its major international influences;
- Locate contemporary social work and community development practice within its industrial, political, societal and organisational environments and within the main human service discourses;
- Demonstrate a beginning understanding of human services ethics, values and their contemporary debates and the role of the professional association in social work and community development practice;
- Demonstrate a beginning understanding of the major philosophies, theories and critiques of social work and community development including; constructivist, feminist, structural, anti-oppressive, neo-conservative and postmodern frameworks;
- Demonstrate a beginning understanding of the role of social work and community development in social reform and social change in a range of contexts in Australian and internationally.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Chenoweth, L & McAuliffe, D 2012, 3rd edn The Road to Human

Service Practice, South Melbourne: Cengage Learning. Kenny, S, 2011, 4th edn Developing Communities For The Future Cengage Learning, South Melbourne, Vic
Assessment: Project, Interview - Brief written assessment 500 words, 20%. Presentation, Class presentation, 30%. Essay, Essay topic provided 1,500 words, 50%. Total effective word limit 3,000 words .

WDA1010 WRITING SOCIOLOGY
Locations: Footscray Nicholson, Footscray Park.
Prerequisites: Nil.
Description: Drawing on the concepts and content of the unit WDA1006 Introduction to Sociology in the Diploma Course, this unit focuses on developing students' written communication in the disciplinary discourse of Sociology through the collaborative pedagogy in the transition context. Its purpose is to develop the students' capacity to read academic texts with active and critical standpoints; and to develop the students' capacity to express sociological knowledge through a variety of texts associated with the discipline. The unit also uses metacognitive learning and writing strategies to maximise learner opportunities for increased conceptual and practical outcomes.
Credit Points:12

Learning Outcomes: On successful completion of this unit students will be able to:

- Effectively and appropriately document and synthesise information from classes and related readings in a structured and accurate form
- Access, critically read and evaluate texts for application to academic research in sociology
- Demonstrate foundational understanding of theoretical approaches within sociology, through academic writing
- Demonstrate application of academic conventions, including documentation and referencing.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Students will be required to use the Book of Readings from the subject WDA1006 Introduction to Sociology for this unit of study,
Assessment: Exercise, Diagnostic writing (personal reflection on a case study topic), 15%. Assignment, Academic writing task, 25%. Essay, Essay demonstrating use of academic conventions, 35%. Report, Written Reflection on the marked academic essay, 25%. These assessments are equivalent to 3000 words.

WDA1011 SOCIAL RESEARCH 1
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit will introduce students to social research. Social research is a key activity in the community services sector. Social research informs analysis of social issues and contributes to high quality practice. This unit introduces students to basic frameworks, skills and issues in undertaking research. This unit provides students with an introduction to the practice of social research as well as skills that are transferable to other units of study and the sector.   Students will use action research or aspects of action research in their research-based fieldwork placement of a further 100 hours in the community.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Demonstrate an understanding of the different approaches and frameworks of social research.
- Demonstrate ability to critically examine research studies.
- Demonstrate their ability to identify ethical issues and guidelines for social research.
- Design a research plan and implement appropriate research strategies in planning, designing, implementing, reporting and providing feedback.
- Demonstrate understanding, at a beginning level, of descriptive statistics and how they can be applied in social research.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Henn, M, Weinstein, M & Foard, N 2009, 2nd edn, A Short Introduction to Social Research, London: Sage. O'Leary & Zina 2010 The Essential Guide to Doing Your Research Project London: Sage Recommended Text: Wadsworth, Y, 2010, Building In Research and Evaluation, 1st edn, Crows Nest, NSW: Allen & Unwin.
Assessment: Literature Review, 1500 Words. Critically analyse 5 pieces of literature (journal articles/books/media) identify a gap in research in the topic of your choice., 40%. Report, Group - Hypothetical report ¿ 1000 words. In a group of 4 -5 people, design and report a social research study., 50%. Journal, Journal ¿ 500 words. Reflect on learning achieved whilst working on a group social research project., 10%. Total effective word limit 3,000 words.

WDA1012 CRITICAL LITERACIES FOR HUMAN RIGHTS
Locations: Footscray Nicholson, Footscray Park.
Prerequisites: Nil.
Description: This unit will continue to build on academic written and oral communication introduced in WDA1010 Writing Sociology. It will introduce students to the concept of critical literacies, as applied to the concepts and content of Applied Human Rights, developing students' awareness of and capacity to use the discourses in the field. It aims to develop applicable knowledge of the conventions that operate within this discourse through the development of essential skills such as: active and critical reading, critical case analysis, positioning one's view in a wider scholarly debate, use of logical argument structure and evidence and academic conventions in writing. Students develop the capacity to identify needs for resources, to locate these using databases and to review these according to relevance to a Human Rights topic. Problem-based activities for theoretical and conceptual development support skills in independent academic study in the social sciences.
Credit Points:12
Learning Outcomes: On successful completion of this unit students will be able to: Develop knowledge of the conceptual foundations and discourses of human rights. Interpret and organise of key theoretical debates through active and critical reading techniques. Locate, manage and synthesise written, numerical and visual sources using established academic skills. Evaluate sources to construct well-evidenced written and oral texts appropriate to the field of human rights. Develop an authentic academic voice within the broader community development discourses.
Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester
Required Reading: Victoria University Student Handbook - Critical Literacy in Social Sciences (Human Rights) All Readings from ASA1024 Applied Human Rights
Assessment: Portfolio, Critical Reading Portfolio of applied tasks (4 x 350 words), 40%. Essay, Extended written piece (1200 words), 40%. Presentation, Class presentation of an issue, 20%. These assessments are equivalent to 3000 words.

WDA1013 WORKING IN SOCIAL AND COMMUNITY SERVICES 2
Locations: Footscray Park.
Prerequisites: Nil.
Description: This unit prepares students for work practices in community development and human services that are non-discriminatory and non judgemental. This unit introduces students to key dimensions of human services organizations in order to understand their operation and dynamics. It also focuses on developing ethical approaches to all aspects of community development and human services in Australia. From an initial examination of the personal values and beliefs that shape individual practice, students will be encouraged to develop, evaluate and analyse a framework for professional practice. This includes the underpinning principles and values of community practice, aspects of professional conduct, and communication standards. Students will participate in the community sector by completing 100 hours of fieldwork placement which will include involvement in the development and implementation of community projects, group work and the broader functions of community organisations.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Demonstrate a capacity to identify individual concerns and translate them into public issues by facilitating individual awareness which may be common to the group and to assist establishment of access to group processes.
- Demonstrate an introductory understanding of the skills, knowledge and tools necessary to work effectively in human services organisations.
- Demonstrate an understanding of the dilemmas and tensions facing workers in human services organsiations.
- Demonstrate an ability to make the links between organisational theory and practice.
- Apply initiative and imagination when searching for solutions to presented problems, working both autonomously and in groups.
- Reflect upon and determine key people or stakeholders in the community required to establish cooperative processes.
- Undertake a small scale project or organising task in a community development /human services organisation or setting.

Class Contact: Students are required to complete 100 hours of fieldwork placement working on a Community Integrated Project. Students will be required to attend 10 hours of class time to prepare, analyse and support the development of the Community Integrated Project.
Required Reading: Hughes, M & Wearing, M , 2007 Organisation and Management in Social Work, London: Sage Recommended Text: Cleak, H & Wilson, J., (2007) Making the Most of Field Placement. Chenoweth, L & McAuliffe, D., (2011) The Road to Social Work and Human Service Practice, Thomson Learning, Southbank.
Assessment: Research Paper, Organisation profile 500 words , 25%. Presentation, Presentation of project , 30%. Report, analytical and reflective report of an organisation. 2000 words, 45%. Total effective word limit 3,000 words. .

SCHOOL OF INFORMATION TECHNOLOGY AND CREATIVE INDUSTRIES

Below are details of courses offered by the School of Information Technology and Creative Industries in 2013.

This information is also available online on the University's searchable courses database at www.vu.edu.au/courses

CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING
Course Code:21674VIC
Campus: St Albans.

About this course: Unlock your potential as a writer. You will gain the knowledge and skills to succeed in the writing, editing and publishing industries. The course provides you with theoretical and practical skills in a range of writing, editing and production tasks.

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

Careers: Creative writing, journalism, editing and publishing.

Course Duration:1 year

Admission Requirements Year 12: Successful completion of year 12 or equivalent.

Admission Requirements Mature Age: Relevant industry experience as assessed by the University.

Selection Processes: Direct Entry, Written Application, Written Test

COURSE STRUCTURE

Course is delivered Flexible delivery, On-line & Distance.

Generic Units of Study

Editing

VBP551	DEVELOP WRITING AND EDITING SKILLS	120

Industry Overview

CUFGEN01A	DEVELOP AND APPLY INDUSTRY KNOWLEDGE	15
CUFGEN02A	IDENTIFY INDUSTRY LAWS AND REGULATIONS AND APPLY	30

	THEM TO WORKPLACE ACTIVITIES	
BSBCMN311A	MAINTAIN WORKPLACE SAFETY	40
CUSADM08A	ADDRESS COPYRIGHT REQUIREMENTS	20

Professional Skills

ICPMM63BA	ACCESS THE INTERNET	20
BSBADM304A	DESIGN AND DEVELOP TEXT DOCUMENTS	120

Writing Units of Study

CUVCOR03A	DEVELOP, REFINE AND COMMUNICATE CONCEPT FOR OWN WORK	50
CUVCOR11A	SOURCE INFORMATION ON HISTORY AND THEORY AND APPLY TO OWN AREA OF WORK	30
CUSRAD01A	COLLECT AND ORGANISE INFORMATION	15
VBP552	PRODUCE WRITINGS	315

** A minimum of three (3) specialisations of competence in writing topics are selected from the following list

Novel, Fiction Elements, Writing for Children, Short Story, Non Fiction Elements, Comedy Writing, Poetry, Literature for writers

Additional specialisations:

Scriptwriting, Writer and Research, Desktop publishing, Writing for new media, Photography for writers, Story Structure

ADVANCED DIPLOMA OF GRAPHIC DESIGN
Course Code:21873VIC
Campus: Industry, City Flinders.

About this course: Develop your design skills for interactive and print-based media. You will enhance your drawing skills, gain more knowledge of the design processes and design history, and participate in a graduate exhibition.

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

Careers: Graphic Artist, Graphic Designer and Web Design

Course Duration:1 year

Selection Processes:VTAC

COURSE STRUCTURE

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

Core Units of Study

CUFMEM10A	DESIGN AND CREATE A MULTIMEDIA INTERFACE	70

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

Elective Units of Study

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

DIPLOMA OF GRAPHIC DESIGN
Course Code:21874VIC
Campus:City Flinders, St Albans.

About this course:Begin a career in the graphic design industry, with the skills and knowledge to produce artwork for commercial purposes using both traditional and electronic methods. Learn to create design concepts from a brief, build your personal portfolio and develop specialist skills in advertising and multimedia. The Diploma of Graphic Design can also lead to entry into a Bachelor of Creative Arts Industries.

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

Careers:Graphic Artist, Graphic Designer.

Course Duration:2 years

Selection Processes:Interview, Portfolio, OtherAll Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

COURSE STRUCTURE

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

Core Units of Study

VPAU011	APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE	100
VPAU012	USE ADVANCED DRAWING TECHNIQUES TO REPRESENT AND COMMUNICATE CONCEPTS	100
VPAU013	APPLY THE ELEMENTS AND PRINCIPLES OF DESIGN	100
VPAU249	PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF	90
VPAU054	PRODUCE A CONCEPT FROM A GIVEN BRIEF	50
VPAU056	CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 2 DIMENSIONAL ART WORK TO FINISHED ART STAGE	50
VPAU015	PLAN AND IMPLEMENT A PROJECT IN THE WORKPLACE	200
VPAU010	ANALYSE AND IMPLEMENT SUSTAINABLE WORK PRACTICES	15
CUFSAF01B	FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES	15
CUSADM09A	ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS	50
BSBSBM403A	PROMOTE THE BUSINESS	50
VPAU014	MANAGE CREATIVE AND PROFESSIONAL SELF	60
VPAU058	PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY	40
VPAU050	PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF	140
VPAU051	CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF	90
VPAU053	PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION	54
VPAU055	PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE	50
VPAU057	CREATE DESIGN CONCEPTS FROM A BRIEF TO PRODUCE 3 DIMENSIONAL ART WORK TO FINISHED ART STAGE	70

Elective Units of Study

CUVCRS16A	PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING	50
CUVVSP12A	PRODUCE DIGITAL IMAGES	50
CUFMEM02A	AUTHOR A MULTIMEDIA PRODUCT	50
CUVDES05A	INTERPRET AND RESPOND TO A BRIEF	15
CUVCRS05A	USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK	50
CUVDSP02A	DEVELOP SELF AS DESIGNER	60
CUSGEN05A	MAKE PRESENTATIONS	35

DIPLOMA OF PROFESSIONAL WRITING AND EDITING

Course Code: 22091VIC

Campus: Industry, St Albans.

About this course: Develop your writing skills for work in the creative and publishing industries. You will develop your writing and editing skills for novels, short stories, children's books, advertising and the web. Learn how to market your work, as well as discover what roles and opportunities are available to a professional writer or editor.

Course Objectives: This course is designed to provide individuals with the skills and knowledge to work as professional writers and editors. The program allows a wide range of writing and editing skills for participants to obtain employment within the publishing, corporate, educational industries to freelance work as either a writer or editor.

Careers: Graduate career opportunities are published writers, work as freelance writers and editors, and work in publishing, communication and media roles. Also, areas are print and broadcast journalism, web development, publicity and public relations, scriptwriting, copywriting, administration and project management.

Course Duration: 1 year

Admission Requirements Year 12: VCE or equivalent

Admission Requirements Mature Age: Applicants are required to demonstrate an ability to provide a presentation of a folio of written work or relevant industry experience.

Selection Processes: Direct Entry, Interview, Portfolio, VTAC

COURSE STRUCTURE

Successful completion of this qualification requires seven core units and six elective units from 4 specialisation areas.

Core Units

Editing 2

BSBPMG510A	MANAGE PROJECTS	60
VU20278	REFINE EDITING SKILLS	120

Industry Overview 2

CUFIND201A	DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE	20
CUFIND401A	PROVIDE SERVICES ON A FREELANCE BASIS	30

Creative non-fiction

VU20276	WRITE NON-FICTION	50

Refine Writing**

VU20277	REFINE WRITING SKILLS	120

CUFWRT402A	WRITE EXTENDED STORIES	40

**Includes Novel 2/Short Story 2/Non-Fiction 2

Elective Units

Desktop Publishing

BSBITU309A	PRODUCE DESKTOP PUBLISHED DOCUMENTS	50
BSBITU404A	PRODUCE COMPLEX DESKTOP PUBLISHED DOCUMENTS	50

Literature for Writers

CUVCOR13B	RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE	70

Novel 2

VU20280	DEVELOP A NOVEL TO A SECOND DRAFT	50

Photography for Writers

BSBDES402A	INTERPRET AND RESPOND TO A DESIGN BRIEF	20
CUFCMP301A	IMPLEMENT COPYRIGHT ARRANGEMENTS	20
CUFDIG303A	PRODUCE AND PREPARE PHOTO IMAGES	20

Poetry 2

CUVCOR04B	ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE	60
CUSMCP302A	WRITE SONG LYRICS	30
BSBCRT402A	COLLABORATE IN A CREATIVE PROCESS	40

Publishing Studio

CUFWRT401A	EDIT TEXTS	30

Screenwriting

CUFWRT601A	WRITE SCRIPTS	50
CUFWRT602A	EDIT SCRIPTS	50

Writers and Research

CUFRES401A	CONDUCT RESEARCH	30

Writing for New Media

CUFWRT301A	WRITE CONTENT FOR A RANGE OF MEDIA	40
ICAD4209B	WRITE CONTENT FOR WEB PAGES	30

Writing for older children/young adults

VU20279	WRITE FOR CHILDREN AND YOUNG ADULTS	50

Write promotion Information

PSPPA501A	PROVIDE PUBLIC AFFAIRS WRITING AND EDITORIAL SERVICES	60

Possible Additional Electives

BSBPUB403A	DEVELOP PUBLIC RELATIONS DOCUMENTS	80
BSBWRT401A	WRITE COMPLEX DOCUMENTS	50
BSBWRT501A	WRITE PERSUASIVE COPY	50
BSBADV510A	CREATE MASS ELECTRONIC MEDIA ADVERTISEMENTS	50
BSBEBU401A	REVIEW AND MAINTAIN A WEBSITE	50
BSBSMB401A	ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS	60
CUSFIM501A	SECURE FUNDING FOR PROJECTS	70
CUSWRT501A	WRITE ABOUT MUSIC	50
BSBCRT403A	EXPLORE THE HISTORY AND SOCIAL IMPACT OF CREATIVITY	50
VU20832	WRITE FICTION	60
VU20833	COORDINATE EDITING AND PRE-PRODUCTION PROCESSES FOR A PUBLICATION	60

CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA)
Course Code:CUF20107
Campus:VETiS.

About this course: Prepare for work as a production assistant in various areas of media production, such as community radio and television. This is a preparatory qualification that can be used as a pathway into Certificate III in Media, and is taught as part of VET in Schools (VETiS).

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

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

Course Duration:1 year

Admission Requirements VET:VETiS delivery: Admissions via internal Secondary School assessment.

Selection Processes: Employer Choice

COURSE STRUCTURE

Completion of eight units of competence to be eligible for the award of Certificate II in Creative Industries (Media):

- four core units of study plus
- 2 specialist units of study (to be selected from the units listed in model qualification structure) plus
- 2 elective units of study (to be selected from the units listed in model qualification structure).

Core Units of Study

BSBCRT101A	APPLY CRITICAL THINKING TECHNIQUES	20
CUFIND201A	DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE	20
BSBOHS201A	PARTICIPATE IN OHS PROCESSES	20
BSBWOR203A	WORK EFFECTIVELY WITH OTHERS	15

Specialist: Camera/cinematography

CUFCAM201A	ASSIST WITH A BASIC CAMERA SHOOT	30

Specialist: Digital content and imaging

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

Specialist: On-air presentation

CUFAIR201A	DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO	30

Specialist: Post-production

CUFPOS201A	PERFORM BASIC VISION AND SOUND EDITING	40

Specialist: Research

CUFRES201A	COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION	20

Specialist: Audio/sound

CUESOU07B	APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES	40
CUSSOU04A	RECORD SOUND	35
CUSSOU09A	MIX SOUND SOURCES	35
CUFSOU204A	PERFORM BASIC SOUND EDITING	30

Elective Units of Study

BSBCRT301A	DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING	40

	SKILLS	
BSBDES201A	FOLLOW A DESIGN PROCESS	40
BSBDES202A	EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT	30
ICAU2006B	OPERATE COMPUTING PACKAGES	60
BSBWOR202A	ORGANISE AND COMPLETE DAILY WORK ACTIVITIES	20
CUFANM303A	CREATE 3D DIGITAL MODELS	75
CUSOHS301A	FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES	10

CERTIFICATE III IN MEDIA

Course Code: CUF30107

Campus: Footscray Nicholson, Industry, City Flinders, St Albans, VETiS - Auspiced to Secondary Schools and on campus.

About this course: Take the next step in your career by acquiring practical and theoretical knowledge in the media industry. You will learn a broad range of skills such as 3D modelling, sound editing, lighting and presenting radio programs. This course is taught as part of VETiS (VET in Schools).

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

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

Course Duration: 2 years

Admission Requirements Year 12: Direct Entry

Admission Requirements Mature Age: Direct Entry

Admission Requirements VET: School Choice

Admission Requirements Other: VETiS Programs Employer choice

Selection Processes: Direct Entry, Employer Choice, Other VETiS Delivery: Admission via internal Secondary School assessment

COURSE STRUCTURE

This course is six months Full Time and up to two years Part-time. To achieve this qualification students are required to complete 3 core units plus 8 elective units selected from the following list. VETiS Completion Requirements only To obtain the Certificate III in Media Students must successfully complete a minimum of 10 core units and 2 elective units in accordance with the package rules specified in CUF07 Training Package and the VCAA as outlined below. CUF30107 Year 1 - Units 1-2 Core units BSBCRT301A Develop and extend critical and creative thinking skills

CUFIND301A Work effectively in the screen and media industries BSBOHS201A Participate in OHS processes CUFDIG303A Produce and prepare photo images Select TWO elective units (To a minimum of 80 hours) CUFANM303A Create 3D digital models CUVCOR08B Produce drawings to represent and communicate the concept CUFSOU301A Prepare audio assets CUFCMP301A Implement copyright arrangements CUFDIG201A Maintain interactive content ICAU3126B Use advanced features of computer applications CUFRES201A Collect and organise content for broadcast or publication BSBDES201A Follow a design process CUF30107 Year 2 - Units 3-4 Core units CUFANM301A Create 2D digital animations CUFWRT301A Write content for a range of media BSBDES302A Explore and apply the creative design process to 2D forms CUFDIG302A Author interactive sequences CUFDIG301A Prepare video assets CUFDIG304A Create visual design components To obtain the Certificate II in Creative Industries (Media), students must successfully complete a minimum of 6 core units, 2 specialist units and 2 elective units in accordance with the package rules specified in CUF07 Training Package and the VCAA as outlined below. CUF20107 Year 1 - Units 1-2 Core units BSBCRT101A Apply critical thinking techniques CUFIND201A Develop and Apply Creative arts industry knowledge BSBOHS201A Participate in OHS processes BSBWOR203A Work effectively with others CUFIND301A Work effectively in the screen and media industries CUFDIG303A Produce and prepare photo images TWO specialist units CUFDIG201A Maintain interactive content CUFRES201A Collect and organise content for broadcast or publication TWO elective units BSBCRT301A Develop and extend critical and creative thinking skills BSBDES201A Follow a design process

Incorporating both Certificate II in Creative Industries (Media) and Certificate III in Media

Core Units of Study

BSBCRT301A	DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS	40
CUFIND301A	WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES	20
CUSOHS301A	FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES	10

Additional VETiS Core Units of Study

BSBCRT101A	APPLY CRITICAL THINKING TECHNIQUES	20
CUFDIG303A	PRODUCE AND PREPARE PHOTO IMAGES	20
CUFANM301A	CREATE 2D DIGITAL ANIMATIONS	35
BSBDES302A	EXPLORE AND APPLY THE CREATIVE DESIGN PROCESS TO 2D FORM	50
CUFDIG301A	PREPARE VIDEO ASSETS	30
CUFDIG302A	AUTHOR INTERACTIVE SEQUENCES	40
CUFDIG304A	CREATE VISUAL DESIGN COMPONENTS	30
CUFWRT301A	WRITE CONTENT FOR A RANGE OF MEDIA	40

CUFIND201A	DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE	20
BSBOHS201A	PARTICIPATE IN OHS PROCESSES	20
BSBWOR203A	WORK EFFECTIVELY WITH OTHERS	15
CULLB307C	USE MULTIMEDIA	30
ICPMM296A	CREATE AND TEST A CD-ROM/DVD	20
CUSSOU201A	ASSIST WITH SOUND RECORDINGS	35

Specialist Units of Study

CUFDIG201A	MAINTAIN INTERACTIVE CONTENT	30
CUFRES201A	COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION	20

Elective Units of Study

CUFANM303A	CREATE 3D DIGITAL MODELS	75
CUFSOU301A	PREPARE AUDIO ASSETS	30
BSBDES201A	FOLLOW A DESIGN PROCESS	40
CUVCOR08B	PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT	60
ICAU3126B	USE ADVANCED FEATURES OF COMPUTER APPLICATIONS	40
CUFCMP301A	IMPLEMENT COPYRIGHT ARRANGEMENTS	20

Additional Industry Electives

CUFBRD301A	PERFORM BASIC TRANSMISSION OPERATIONS	40
CUFBRD302A	PROVIDE PRODUCTION SUPPORT FOR TELEVISION PRODUCTIONS	50
CUFBRD303A	PREPARE VIDEO MATERIAL FOR TELEVISION TRANSMISSION	40
CUFCAM201A	ASSIST WITH A BASIC CAMERA SHOOT	30
CUFCAM301A	SHOOT MATERIAL FOR SCREEN PRODUCTIONS	60
CUFCAM302A	RIG CAMERA INFRASTRUCTURE	30
CUFLGT101A	APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES	20
CUFLGT301A	PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT	20
CUFLGT302A	RECORD AND OPERATE STANDARD LIGHTING CUES	30
CUFLGT303A	INSTALL AND OPERATE FOLLOW SPOTS	20
CUFLGT304A	OPERATE FLOOR ELECTRICS	20

CUFPOS201A	PERFORM BASIC VISION AND SOUND EDITING	40
CUFPPM301A	PLAN AND PREPARE PROGRAMS	60
CUFSOU302A	COMPILE AUDIO MATERIAL FOR BROADCAST	30
CUFAIR201A	DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO	30
CUFAIR301A	PRESENT RADIO PROGRAMS	30
CUFSOU204A	PERFORM BASIC SOUND EDITING	30
CUSSOU202A	MIX SOUND IN A BROADCASTING ENVIRONMENT	20
BSBFIA301A	MAINTAIN FINANCIAL RECORDS	60
BSBDIV301A	WORK EFFECTIVELY WITH DIVERSITY	30
CUFGMT301A	REPAIR AND MAINTAIN PRODUCTION EQUIPMENT	25

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

About this course: Begin your career as a 2D/3D digital artist or games developer. You will learn everything from visual arts practices through to developing major game based projects.

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

Careers: Possible job titles relevant to this qualification include: Game developer; Animator; Digital artist; Interactive Designer: Visual Artist.

Course Duration:0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements Mature Age: Relevant knowledge or experience as assessed by the University

Selection Processes: Direct Entry, Interview, Portfolio, VTAC, OtherApplicants may be required to submit a written application, portfolio and attend an interview.

COURSE STRUCTURE

To qualify for the Certificate IV in Interactive Digital Media participants must successfully complete a total number of 13 units: 3 core units, 5 specialised units and 5 electives in accordance with the packaging rules specified in thE CUF07 Screen and Media Training Package. 3 elective units must be selected from the elective units listed in the qualification document. The remaining 2 elective units may be selected from the specialist and elective units listed or from any other currently endorsed national Training Package at the same qualification level as approved by the School of IT and Creative Industries.   The School of IT and Creative Industries

offers two streams in this course - Games Development and Media Arts. Students must complete the core units and choose one specialist and elective stream.

Core Units

BSBCRT301A	DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS	40
CUFIND301A	WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES	20
CUSOHS301A	FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES	10

Games Development Stream Complete the above Core units plus specialist and elective units listed below.

Specialised Units

CUFANM303A	CREATE 3D DIGITAL MODELS	75
CUFANM401A	PREPARE 3D DIGITAL MODELS FOR PRODUCTION	50
CUFANM302A	CREATE 3D DIGITAL ANIMATIONS	75
CUFPOS402A	MANAGE MEDIA ASSETS	40
CUFPPM404A	CREATE STORYBOARDS	40

Elective Units

CUFANM301A	CREATE 2D DIGITAL ANIMATIONS	35
CUFSOU204A	PERFORM BASIC SOUND EDITING	30
CUFWRT302A	WRITE SIMPLE STORIES	30
ICAGAM402A	IDENTIFY AND APPLY PRINCIPLES OF GAMES DESIGN AND GAME PLAYING	40
ICAGAM404A	APPLY ARTIFICIAL INTELLIGENCE IN GAME DEVELOPMENT	60

Media Arts Stream Complete the above Core units plus specialist and elective units listed below

Specialised Units

CUFPOS402A	MANAGE MEDIA ASSETS	40
CUFDIG301A	PREPARE VIDEO ASSETS	30
CUFSOU301A	PREPARE AUDIO ASSETS	30
CUFANM403A	CREATE TITLES FOR SCREEN PRODUCTIONS	30
CUFDIG401A	AUTHOR INTERACTIVE MEDIA	50

Elective Units

CUFRES401A	CONDUCT RESEARCH	30
CUFWRT301A	WRITE CONTENT FOR A RANGE OF MEDIA	40

BSBCRT401A	ARTICULATE, PRESENT AND DEBATE IDEAS	40
BSBPMG510A	MANAGE PROJECTS	60
BSBDES403A	DEVELOP AND EXTEND DESIGN SKILLS AND PRACTICE	30
BSBDES402A	INTERPRET AND RESPOND TO A DESIGN BRIEF	20

ADVANCED DIPLOMA OF SCREEN AND MEDIA
Course Code:CUF60107
Campus: Industry, City Flinders, St Albans.

About this course: Develop your career in the art, design, screen and media industries. Learn creative and technical skills such as 3D modelling, web design, video editing and production, and both motion and sound design to produce innovative projects. The Advanced Diploma of Screen and Media is offered in three streams:

- video and motion graphics
- web and mobile media
- games development

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

Careers: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Video & Motion Graphics

- Assistant Editors
- Production Assistants
- Motion Designers
- Studio Assistants
- 3D Visualisers
- New Media Content Producers
- Digital artists
- DVD Designers

Web & Mobile Media

- Junior Web designers and developers
- Junior Flash developers
- Social media managers
- Online and mobile content creators / managers
- Freelancers
- Interface designers
- Touch screen / kiosk interface designers
- Digital artists
- Teachers

Games Development

- programmers
- computer-based graphic designers
- web and games developers
- animators
- games programmers and testers
- games producer/directors
- technical artists/3D artists

Course Duration:1.5 years

Admission Requirements Year 12:VCE or equivalent

Admission Requirements International:IELTS 5.5

Admission Requirements Mature Age: Relevant industry experience and written application and portfolio

Admission Requirements Other: Written application and portfolio

Selection Processes: Direct Entry, Interview, Portfolio, Written Application, VTAC

COURSE STRUCTURE

The Advanced Diploma of Screen and Media incorporates either the Diploma of Screen & Media or the Diploma of Interactive Media, depending on which specialist stream is selected (Games Development, Video & Motion Graphics or Web & Digital Media). On successful completion of this course students will be eligible to graduate with both the Diploma and Advanced Diploma qualification. Students have the opportunity to exit after 12 months with the Diploma qualification if desired. The Advanced Diploma of Screen and Media comprises of 16 units (2 core units plus 14 elective units) that have been selected from the CUF07 Training Package. The list below contains all core and elective units that comprise this program. All units must be completed to graduate with the Advanced Diploma of Screen and Media qualification.

Common Units All students will complete

Core

BSBOHS509A	ENSURE A SAFE WORKPLACE	60
BSBPMG510A	MANAGE PROJECTS	60
BSBREL401A	ESTABLISH NETWORKS	35
BSBCRT402A	COLLABORATE IN A CREATIVE PROCESS	40
BSBCMM401A	MAKE A PRESENTATION	30
BSBCRT501A	ORIGINATE AND DEVELOP CONCEPTS	30
BSBCRT601A	RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY	65

Elective

CUFDIG506A	DESIGN INTERACTION	40
CUSSOU501A	DEVELOP SOUND DESIGNS	50
BSBINN502A	BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT	50
CUFCMP501A	MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS	20
CUFDIG503A	DESIGN ELEARNING RESOURCES	40
CUFDIG504A	DESIGN GAMES	30
CUFANM503A	DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS	80
BSBMGT617A	DEVELOP AND IMPLEMENT A BUSINESS PLAN	60
CUSSOU503A	IMPLEMENT SOUND DESIGNS	50

Games Development Stream

CUFANM501A	CREATE 3D DIGITAL CHARACTER ANIMATION	50
CUFANM502A	CREATE 3D DIGITAL ENVIRONMENTS	30
CUFDIG507A	DESIGN DIGITAL SIMULATIONS	50
CUFDIG505A	DESIGN INFORMATION ARCHITECTURE	70
CUFDIG502A	DESIGN WEB ENVIRONMENTS	50
TAADES504B	DEVELOP AND EVALUATE E-LEARNING RESOURCES	40
BSBMKG609A	DEVELOP A MARKETING PLAN	50

Web and Digital Media Stream

BSBWRT501A	WRITE PERSUASIVE COPY	50
CUFDIG502A	DESIGN WEB ENVIRONMENTS	50
CUFWRT501A	DEVELOP STORYLINES AND TREATMENTS	50
CUSSOU503A	IMPLEMENT SOUND DESIGNS	50
BSBMKG609A	DEVELOP A MARKETING PLAN	50
CUFDIG505A	DESIGN INFORMATION ARCHITECTURE	70
CUFDIG507A	DESIGN DIGITAL SIMULATIONS	50
TAADES504B	DEVELOP AND EVALUATE E-LEARNING RESOURCES	40

Video & Motion Graphic Stream

BSBWRT501A	WRITE PERSUASIVE COPY	50
CUFCAM601A	DIRECT CINEMATOGRAPHY FOR SCREEN PRODUCTIONS	50
CUFWRT501A	DEVELOP STORYLINES AND TREATMENTS	50
CUSSOU503A	IMPLEMENT SOUND DESIGNS	50

CUFWRT601A	WRITE SCRIPTS	50
CUFPOS501A	EDIT COMPLEX SCREEN PRODUCTIONS	50
CUFANM502A	CREATE 3D DIGITAL ENVIRONMENTS	30
BSBCOM501B	IDENTIFY AND INTERPRET COMPLIANCE REQUIREMENTS	20
TAADES503B	RESEARCH AND DESIGN E-LEARNING RESOURCES	40

CERTIFICATE IV IN MUSIC

Course Code:CUS40109
Campus: Footscray Nicholson, Industry.

About this course: The Certificate IV in Music provides skills and knowledge to prepare you for work in the contemporary music industry. The course provides you with a solid grounding in ensemble and solo performance, critical listening, analysis, composition and music technology including live sounds and MIDI.

Course Objectives: This course meets the needs of the contemporary music industry for the preparation of musicians capable of being employed in a variety of workplace environments. Students are provided with a solid grounding in ensemble and solo performance craft, analysis, critical listening, composition and music technology including live sound and MIDI.

Careers: Job titles relevant to this qualification include: Musician Singer-songwriter Performer Work in the industry, particularly in performance, is primarily casual, contract, freelance and self-employed. Musicians must frequently generate their own work and juggle several jobs simultaneously. Employment opportunities may also be pursued in related sectors, such as recording, publishing, retail, music business, entertainment, radio, television, film, video, advertising, computer software, multimedia and teaching.

Course Duration:1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent. Interview and audition.

Admission Requirements Mature Age: Direct or VTAC Application. Interview and audition.

Selection Processes: Direct Entry, Interview, Practical Test, VTAC, OtherApplicants are required to attend an interview and audition.

COURSE STRUCTURE

To attain the Certificate IV in Music, participants must complete a total number of 14 units.

- 3 core units plus
- 7 specialist units plus
- 4 elective units

Two elective units must be selected from the specialist and elective units listed in the CUS09 Training Package. The remaining two elective units may be selected from the specialist and elective units listed In the CUS09 Training Package or may include any unit of competency packaged at Certificate IV level from any endorsed Training Package. No more than three specialist or elective units previously achieved as part of another qualification may be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

CUSOHS301A	FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES	10
CUFCMP301A	IMPLEMENT COPYRIGHT ARRANGEMENTS	20
CUSIND301A	WORK EFFECTIVELY IN THE MUSIC INDUSTRY	35

Specialist Units

CUSMLT403A	ANALYSE FUNCTIONAL HARMONY	55
CUSMPF302A	PREPARE FOR PERFORMANCES	35
CUSMPF305A	DEVELOP IMPROVISATION SKILLS	35
CUSMPF401A	REHEARSE MUSIC FOR GROUP PERFORMANCES	85
CUSMPF402A	DEVELOP AND MAINTAIN STAGECRAFT SKILLS	70
CUSMPF404A	PERFORM MUSIC AS PART OF A GROUP	70
CUSMPF405A	DEVELOP INSTRUMENTAL TECHNIQUES	50

Elective Units

CUSSOU301A	PROVIDE SOUND REINFORCEMENT	40
CUSSOU302A	RECORD AND MIX A BASIC MUSIC DEMO	40
CUSMCP303A	DEVELOP SIMPLE MUSICAL PIECES USING ELECTRONIC MEDIA	35
CUSMLT301A	APPLY KNOWLEDGE OF GENRE TO MUSIC MAKING	40
CUSMLT302A	DEVELOP AND APPLY AURAL-PERCEPTION SKILLS	45
CUSMCP402A	DEVELOP TECHNIQUES FOR COMPOSING MUSIC	35

CERTIFICATE IV IN SOUND PRODUCTION

Course Code:CUS40209
Campus: Footscray Nicholson, Industry.

About this course: Learn the skills to work in a variety of environments in the contemporary music industry. You will gain a basic grounding in live sound, studio recording, digital audio workstation (DAW) software, production analysis, critical listening and MIDI. You will learn the skills to do sound checks, install PA systems and run studio recording and mixing sessions.

Course Objectives: This course meets the needs of the contemporary music industry for the preparation of musicians capable of being employed in a variety of workplace environments. Students are provided with a basic grounding in live sound, studio recording, DAW software, production analysis, critical listening and MIDI. Upon completion, students are able to carry out sound check, PA system installations and studio recording and mixing sessions.

Careers: Job roles and titles vary across different industry sectors, but often relate to: Sound mixer/technician Sound recordist Studio engineer

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent. Interview.

Admission Requirements Mature Age: Direct or VTAC application. Interview.

Selection Processes: Direct Entry, Interview, VTAC, OtherApplicants are required to attend an interview.

COURSE STRUCTURE

To attain the Certificate IV in Sound Production, participants must complete a total number of 14 units.

- 3 core units plus
- 7 specialist units plus
- 4 elective units

Two elective units must be selected from the specialist and elective units listed CUS09 Training Package under the packaging rules for the course. The remaining two elective units may be selected from the specialist and elective units listed in the CUS09 Training Package or may include any unit of competency packaged at Certificate IV level from any endorsed Training Package. One of these two elective units may be selected from a Diploma level qualification. No more than three specialist or elective units previously achieved as part of another qualification may be counted towards the qualification. Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

CUSOHS301A	FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES	10
CUETEM03C	ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES	45
CUFCMP301A	IMPLEMENT COPYRIGHT ARRANGEMENTS	20

Specialised Units

CUESOU03C	OPERATE PROFESSIONAL AUDIO EQUIPMENT	100
CUESOU04C	MIX LIVE AUDIO	140
CUSSOU303A	SET UP AND DISASSEMBLE AUDIO EQUIPMENT	40
CUSSOU401A	RECORD SOUND	60
CUSSOU403A	PERFORM ADVANCED SOUND EDITING	65
CUSSOU405A	MIX RECORDED MUSIC	50
CUSMCP303A	DEVELOP SIMPLE MUSICAL PIECES USING ELECTRONIC MEDIA	35

Elective Units

CUESOU08B	SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES	30
CUFSOU204A	PERFORM BASIC SOUND EDITING	30
CUSSOU302A	RECORD AND MIX A BASIC MUSIC DEMO	40
CUSIND302A	PLAN A CAREER IN THE CREATIVE ARTS INDUSTRY	35

ADVANCED DIPLOMA OF MUSIC
Course Code: CUS60109
Campus: Footscray Nicholson, Industry.

About this course: Build the technical, compositional and performance skills needed for a professional musician. You will study music analysis, music craft, improvisation, technology, and touring and self-promotion to help meet the entry requirements for higher education. You will have access to:

- well-equipped rehearsal facilities
- 21-machine computer music lab
- multimedia software for production, arranging and composition

Course Objectives: This qualification provides individuals with an advanced range of competencies in the field of music performance. It also covers specific theoretical music knowledge with a strong practical base. Students will develop collaborative skills, rehearsal techniques, solo performance competencies as well as techniques to understand and use common technological equipment used in the industry.

Careers: Possible job titles relevant to this qualification include:

- Musician
- Music composer
- Music arranger

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent. Interview and audition.

Admission Requirements Mature Age: Direct or VTAC application. Interview and audition.

Selection Processes: Direct Entry, Interview, Practical Test, VTAC, OtherApplicants are required to attend an interview and audition.

COURSE STRUCTURE

To attain the Advanced Diploma of Music, participants must complete a total of 15 units:

- 3 core units
- 7 specialist units
- 5 elective units

Core Units

CUSOHS301A	FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES	10
CUFCMP501A	MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS	20
CUSIND501A	APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT	85

Specialist Units

CUSMLT602A	ANALYSE HARMONY	100
CUSWRT501A	WRITE ABOUT MUSIC	50
CUSMPF601A	PRESENT A MUSIC PERFORMANCE	70
CUSMPF602A	MANAGE STAGECRAFT ASPECTS OF PERFORMANCES	65
CUSMPF603A	REFINE PERFORMANCE TECHNIQUES AND EXPAND REPERTOIRE	65
CUSMPF604A	EXTEND IMPROVISATION TECHNIQUES	65
CUSMPF607A	LEAD MUSIC REHEARSALS	70

Elective Units

CUSMLT601A	ANALYSE MUSIC	70
CUSMLT501A	REFINE AURAL-PERCEPTION SKILLS	60
CUSMCP601A	EXTEND TECHNIQUES FOR COMPOSING MUSIC	65
CUSLED501A	PROVIDE INSTRUMENTAL OR VOCAL TUITION	35
CUSSOU502A	PRODUCE SOUND RECORDINGS	100
CUSMPF503A	PERFORM ACCOMPANIMENT	35
CUSMCP502A	COMPOSE MUSIC FOR SCREEN	60

ADVANCED DIPLOMA OF SOUND PRODUCTION
Course Code:CUS60209
Campus:Footscray Nicholson, Industry.

About this course:Develop the knowledge and skills for work in the music industry, either as small business (freelance) operator or a practitioner in medium-to-large production facility. A variety of music technology and related fields will be open to you, including the studio, live sound, MIDI, digital audio editing, collaboration and management.

Course Objectives:The course provides students with an advanced 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 studio, live sound, MIDI, digital audio editing, collaboration and management, or as practitioners in medium to large production facilities. This course provides training in both live and studio recording practices, and is suitable for students wanting to work with performers operating at the local/national level.

Careers:Possible job titles relevant to this qualification include:

- Sound mixer/technician
- Sound recordist
- Studio engineer

Course Duration:1 year

Admission Requirements Year 12:Successful completion of VCE or equivalent. Interview.

Admission Requirements Mature Age:Direct or VTAC application. Interview.

Selection Processes:Direct Entry, Interview, VTAC, OtherApplicants are required to attend an interview.

COURSE STRUCTURE

To attain Advanced Diploma of Sound Production, participants must complete a total number of 15 units:

- 4 core units
- 6 specialist units
- 5 elective units

Core Units

BSBPMG510A	MANAGE PROJECTS	60
BSBOHS509A	ENSURE A SAFE WORKPLACE	60
CUSIND501A	APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT	85
CUSSOU602A	MANAGE PRODUCTION OF SOUND RECORDINGS	50

Specialist Units

CUSSOU501A	DEVELOP SOUND DESIGNS	50
CUSSOU502A	PRODUCE SOUND RECORDINGS	100
CUSSOU503A	IMPLEMENT SOUND DESIGNS	50
CUSSOU504A	CREATE A FINAL SOUND BALANCE	85
CUSSOU505A	COMPILE MUSIC FOR SOUNDTRACKS	35
CUFCMP501A	MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS	20

Elective Units

BSBDES601A	MANAGE DESIGN REALISATION	50
SITXFIN007A	MANAGE PHYSICAL ASSETS	40
CUSMCP501A	COMPOSE MUSIC USING ELECTRONIC MEDIA	60
CUSMPF502A	INCORPORATE INTERACTIVE TECHNOLOGY INTO PERFORMANCE	60
CUFPPM602A	PLAN AND MANAGE FILM AND MEDIA POSTPRODUCTION	35

CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

Course Code:ICA30111

Campus: Werribee, Footscray Nicholson, Industry, City Flinders.

About this course: Learn the skills of an IT technical support or help desk officer. This course provides the knowledge to perform a variety of IT skills across the industry.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a wide range of general Information and Communication Technology (ICT) 'technical' functions and to achieve a degree of self-sufficiency as an advanced ICT 'user'. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas including technical support, network administration, web technologies, software applications and digital media technologies.

Careers: Possible job titles relevant to this qualification include:

- help desk officer
- help desk assistant
- ICT operations support
- ICT user support
- PC support
- technical support.

Course Duration:0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent.

Admission Requirements International:IELTS 5.5 or equivalent.

Admission Requirements Other: As assessed by the University

Selection Processes: Direct Entry

COURSE STRUCTURE

To qualify for the Certificate III in Information, Digital Media and Technology, participants must successfully complete a total of 17 units of study, comprising of 6 core units and 11 electives units in accordance with the packaging rules specified in ICA11 Information and Communications Technology Training Package.

Core Units

BSBOHS302B	PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES	30
BSBSUS301A	IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	40
ICAICT202A	WORK AND COMMUNICATE EFFECTIVELY IN AN IT ENVIRONMENT	40
ICAICT301A	CREATE USER DOCUMENTATION	20
ICAICT302A	INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE	20
ICASAS301A	RUN STANDARD DIAGNOSTIC TESTS	20

Elective Units (11 required, selected as per the Training Package rules and the University)

BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	90
BSBITU304A	PRODUCE SPREADSHEETS	35
ICAICT303A	CONNECT INTERNAL HARDWARE COMPONENTS	20
ICAICT304A	IMPLEMENT SYSTEM SOFTWARE CHANGES	40
ICAICT305A	IDENTIFY AND USE CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES	60
ICAICT306A	MIGRATE TO NEW TECHNOLOGY	20
ICAICT307A	CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS	80
ICAICT308A	USE ADVANCED FEATURES OF COMPUTER APPLICATIONS	40
ICAICT409A	DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS	60
ICANWK301A	PROVIDE NETWORK SYSTEMS ADMINISTRATION	60
ICANWK302A	DETERMINE AND ACTION NETWORK PROBLEMS	50
ICANWK303A	CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM	70
ICANWK304A	ADMINISTER NETWORK PERIPHERALS	20
ICANWK305A	INSTALL AND MANAGE NETWORK PROTOCOLS	40
ICANWK405A	BUILD A SMALL WIRELESS LOCAL AREA NETWORK	20
ICAPRG301A	APPLY INTRODUCTORY PROGRAMMING TECHNIQUES	40
ICASAS303A	CARE FOR COMPUTER HARDWARE	20
ICASAS304A	PROVIDE BASIC SYSTEM ADMINISTRATION	20
ICASAS305A	PROVIDE IT ADVICE TO CLIENTS	40
ICASAS306A	MAINTAIN EQUIPMENT AND SOFTWARE	20
ICASAS307A	INSTALL, CONFIGURE AND SECURE A SMALL OFFICE HOME OFFICE NETWORK	50
ICASAS405A	IDENTIFY AND EVALUATE IT INDUSTRY VENDOR TECHNOLOGIES	10

CERTIFICATE IV IN INFORMATION TECHNOLOGY

Course Code:ICA40111

Campus: Werribee, Footscray Nicholson, Industry, City Flinders.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technologies and to support small to medium enterprises (SMEs) that require broader ICT support. Persons working at this level

apply a wide range of knowledge and skills in basic networking, IT support, database development, programming and web development support; working safely and ethically in a sustainable work environment.

Careers: Possible job titles relevant to this qualification include:

- computer technician
- customer support
- customer support professional
- information systems operator
- PC support
- systems administrator
- systems support
- user support technician
- network operations technician.

Course Duration: 0.5 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IELTS 5.5 or equivalent

Admission Requirements Mature Age: As assessed by the University

Selection Processes: Direct Entry, VTAC

COURSE STRUCTURE

To qualify for the Certificate IV in Information, Digital Media and Technology, participants must successfully complete a total of 20 units of study, comprising of 5 core units and 15 electives units in accordance with the packaging rules specified in ICA11 Information and Communications Technology Training Package.

Core Units

ICAICT202A	WORK AND COMMUNICATE EFFECTIVELY IN AN IT ENVIRONMENT	40
ICAICT401A	DETERMINE AND CONFIRM CLIENT BUSINESS REQUIREMENTS	40
ICAICT418A	CONTRIBUTE TO COPYRIGHT, ETHICS AND PRIVACY IN AN IT ENVIRONMENT	40
BSBOHS302B	PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES	30
BSBSUS301A	IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES	40

Elective Units (15 required, selected as per the Training Package rules and the University)

BSBCRT401A	ARTICULATE, PRESENT AND DEBATE IDEAS	40
ICADBS403A	CREATE BASIC DATABASES	40

ICAICT408A	CREATE TECHNICAL DOCUMENTATION	20
ICANWK401A	INSTALL AND MANAGE A SERVER	40
ICANWK402A	INSTALL AND CONFIGURE VIRTUAL MACHINES FOR SUSTAINABLE ICT	50
ICAPMG401A	SUPPORT SMALL SCALE IT PROJECTS	60
ICAPRG406A	APPLY INTRODUCTORY OBJECT-ORIENTED LANGUAGE SKILLS	60
ICAPRG417A	APPLY MATHEMATICAL TECHNIQUES FOR SOFTWARE DEVELOPMENT	30
ICAPRG425A	USE STRUCTURED QUERY LANGUAGE	60
ICASAS419A	SUPPORT SYSTEM SOFTWARE	50
ICAWEB402A	CONFIRM ACCESSIBILITY OF WEBSITES FOR PEOPLE WITH SPECIAL NEEDS	10
ICAWEB409A	DEVELOP CASCADING STYLE SHEETS	20
ICAWEB411A	PRODUCE BASIC CLIENT-SIDE SCRIPT FOR DYNAMIC WEB PAGES	40
ICAWEB414A	DESIGN SIMPLE WEB PAGE LAYOUTS	50
ICAWEB429A	CREATE A MARKUP LANGUAGE DOCUMENT TO SPECIFICATION	20

DIPLOMA OF INFORMATION TECHNOLOGY NETWORKING
Course Code: ICA50411
Campus: Werribee, Footscray Nicholson, Industry, City Flinders.

Course Objectives: This qualification provides the skills and knowledge for an individual to manage, as an independent ICT specialist or as part of a team, the installation of a range of networks, including internetworking, security and e-business integration.

Careers: Possible job titles relevant to this qualification include:

- network administrator
- IT administrator
- IT operations administrator
- network services administrator
- network support coordinator
- network operations analyst
- network security coordinator
- network e-business coordinator

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IELTS 5.5 or equivalent

Admission Requirements Mature Age: As assessed by the University.

COURSE STRUCTURE

To qualify for the Diploma of Information Technology Networking, participants must successfully complete a total of 16 units of study, comprising of 5 core units and 11 electives units in accordance with the packaging rules specified in ICA11 Information and Communications Technology Training Package.

Core Units

ICAICT418A	CONTRIBUTE TO COPYRIGHT, ETHICS AND PRIVACY IN AN IT ENVIRONMENT	40
ICAICT511A	MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE	50
ICANWK529A	INSTALL AND MANAGE COMPLEX ICT NETWORKS	100
ICTSUS5187A	IMPLEMENT SERVER VIRTUALISATION FOR A SUSTAINABLE ICT SYSTEM	80
ICTTEN6206A	PRODUCE AN ICT NETWORK ARCHITECTURE DESIGN	60

Elective Units (11 required, selected as per the Training Package rules and the University)

ICAICT514A	IDENTIFY AND MANAGE THE IMPLEMENTATION OF CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES	60
ICANWK501A	PLAN, IMPLEMENT AND TEST ENTERPRISE COMMUNICATION SOLUTIONS	80
ICANWK504A	DESIGN AND IMPLEMENT AN INTEGRATED SERVER SOLUTION	50
ICANWK505A	DESIGN, BUILD AND TEST A NETWORK SERVER	50
ICANWK506A	CONFIGURE, VERIFY AND TROUBLESHOOT WAN LINKS AND IP SERVICES IN A MEDIUM ENTERPRISE NETWORK	90
ICANWK507A	INSTALL, OPERATE AND TROUBLESHOOT MEDIUM ENTERPRISE ROUTERS	120
ICANWK508A	INSTALL, OPERATE AND TROUBLESHOOT MEDIUM ENTERPRISE SWITCHES	90
ICANWK516A	DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK	20
ICANWK525A	CONFIGURE AN ENTERPRISE VIRTUAL COMPUTING ENVIRONMENT	60
ICAPMG501A	MANAGE IT PROJECTS	80
ICASAS502A	ESTABLISH AND MAINTAIN CLIENT USER LIAISON	20
ICASAS512A	REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES	20

ICASAS517A	USE NETWORK TOOLS	50
ICTSUS6233A	INTEGRATE SUSTAINABILITY IN ICT PLANNING AND DESIGN PROJECTS	55

ADVANCED DIPLOMA OF NETWORK SECURITY
Course Code:ICA60211
Campus: Werribee, Footscray Nicholson, Industry, City Flinders.

Course Objectives: This qualification provides the skills and knowledge for an individual to plan, design, manage and monitor an enterprise information and communications technology (ICT) network as an independent ICT specialist or as part of a team responsible for advanced ICT network security systems. The qualification has a high-level ICT technical base with appropriate security units and the ability to specialise in a number of areas, including voice, wireless, network infrastructure and sustainability.

Careers: Possible job titles relevant to this qualification include:

- e-security specialist
- ICT security specialist
- IT security administrator
- IT security analyst
- IT security specialist
- systems/network administrator
- network security analyst
- network security specialist
- network security administrator
- senior network administrator
- systems security analyst.

Course Duration:1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent after achieving ICA50411 Diploma of Information Technology or equivalent, or documented vocational experience in a range of work environments in senior network support roles.

Admission Requirements International:IELTS 5.5 or equivalent after achieving ICA50411 Diploma of Information Technology or equivalent, or documented vocational experience in a range of work environments in senior network support roles.

Admission Requirements Mature Age: As assessed by the University after achieving ICA50411 Diploma of Information Technology or equivalent, or documented vocational experience in a range of work environments in senior network support roles.

Selection Processes: Direct Entry, VTAC

COURSE STRUCTURE

To qualify for the Advanced Diploma of Network Security, participants must successfully complete a total of 12 units of study, comprising of 5 core units and 7 electives units in accordance with the packaging rules specified in ICA11 Information and Communications Technology Training Package.

Core Units

ICANWK502A	IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES	20
ICANWK509A	DESIGN AND IMPLEMENT A SECURITY PERIMETER FOR ICT NETWORKS	60
ICANWK601A	DESIGN AND IMPLEMENT A SECURITY SYSTEM	90
ICANWK602A	PLAN, CONFIGURE AND TEST ADVANCED SERVER BASED SECURITY	80
ICTSUS6233A	INTEGRATE SUSTAINABILITY IN ICT PLANNING AND DESIGN PROJECTS	55

Elective Units (7 required, selected as per the Training Package rules and the University)

ICANWK606A	IMPLEMENT VOICE APPLICATIONS OVER SECURE WIRELESS NETWORKS	60
ICANWK609A	CONFIGURE AND MANAGE INTRUSION PREVENTION SYSTEM ON NETWORK SENSORS	40
ICANWK610A	DESIGN AND BUILD INTEGRATED VOIP NETWORKS	50
ICANWK611A	CONFIGURE CALL PROCESSING NETWORK ELEMENTS FOR SECURE VOIP NETWORKS	40
ICAICT609A	LEAD THE EVALUATION AND IMPLEMENTATION OF CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES	80
ICAPMG609A	PLAN AND DIRECT COMPLEX IT PROJECTS	80
ICASAS601A	IMPLEMENT CHANGE-MANAGEMENT PROCESSES	30

DIPLOMA OF INFORMATION TECHNOLOGY
Course Code: TDIT
Campus: Werribee, Footscray Nicholson, City Queen, City Flinders, Off-shore, St Albans, Offshore locations Interstate delivery with partner institutions.

About this course: This course helps you develop the skills and knowledge in a range of Information Technology fields allowing you to progress your qualifications and career in IT. Successful completion of the Diploma provides guaranteed entry into the second year of the Bachelor of Information Technology (Network and Systems Computing). In this course you will: design databases write computer programs in JAVA schedule ICT development using Microsoft Project connect MySQL databases to PHP websites use Linux and study towards popular IT vendor certifications

Course Objectives: Students will develop a broad overview of ICT practice and the skills required to equip them to work in paraprofessional settings. Preparatory skills will be developed in general ICT practice, Programming, Networking, Web Design and Web database connectivity, databases and systems Analysis, IT service management with elective studies in operating systems, eCommerce, mobile technologies and data reporting. The course will enable students to prepare successfully and obtain entry into the second year of a relevant Bachelor degree. Key features of the study experience will be developing and embedding the academic and business writing skills required to meet these outcomes. The study will be

aligned to major ICT industry certifications including, CISCO, Microsoft, RedHat and ITIL/Prince2.

Careers: Graduates of this course find entry-level work in:

- computer and network support
- website development
- database management
- programming

Course Duration: 1 year

Admission Requirements Year 12: Successful completion of VCE or equivalent. Students must apply via VTAC

Admission Requirements International: English: IELTS - an overall band score of minimum 5.5 (no band less than 5.0) or equivalent. Academic: equivalent to an Australian year 12

Admission Requirements Mature Age: Successful Completion of the Certificate IV in Information Technology or Relevant industry experiences. Students can apply via VTAC or direct application to the University

Admission Requirements VET: Certificate IV in Information Technology

COURSE STRUCTURE

The Course is offered over 1 year (2 semesters) on full time basis and equivalent part time. To qualify for the award of Diploma of Information Technology, a total of 96 credit points should be completed.

Year 1, Semester 1

ITD1009	INTRODUCTION TO OBJECT ORIENTED PROGRAMMING CONCEPTS	12
ITD1004	WEB TECHNOLOGIES	12
ITD1006	DATABASES AND INFORMATION PROCESSING	12
ITD1008	OPERATING SYSTEMS	12

Year 1, Semester 2

ITD1010	COMMUNICATION FOR THE COMPUTER PROFESSIONAL	12
ITD1005	WEB DATABASE TECHNOLOGIES	12
ITD1007	MANAGING IT	12
ITD1003	NETWORKING	12

ADVANCED DIPLOMA OF COMPUTER SYSTEMS ENGINEERING
Course Code: UEE60410
Campus: Footscray Nicholson, Industry, City Flinders, St Albans.

About this course: Expand your career options in computer networking and engineering. You will train in managing computer systems, computer networks, Internet and intranet infrastructure, design, programming and maintenance. You will study towards a number of highly valued vendor certifications offered by our

partners: CISCO (CCNA Exploration), Microsoft MCITP (Server 2008 Administrator), ComTIA A+ and Linux (Redhat). Further studies will give you the opportunity to complete a Diploma of Information Technology (General); and/or Advanced Diploma of Information Technology (Network Security).

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

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

Course Duration: 2 years

Admission Requirements Year 12: Successful completion of VCE or equivalent

Admission Requirements International: IETLS 5.5

Admission Requirements Mature Age: Applicants must have successfully completed UEE20507, ICA30105 or equivalent

Selection Processes: Direct Entry, Written Application, VTAC

COURSE STRUCTURE

Students must successfully complete 10 core units plus a minimum of 2 stream cores, and achieve a Unit Strand Total at least 80 of which up to 6 shall be selected from Schedule 2, up to 46 from Schedule 3-4 and at least at least 28 at Schedule 5 or above.

Year One

Programming with Java

UEENEED003B	EVALUATE AND MODIFY PROGRAMS WRITTEN IN OBJECT ORIENTED CODE	40
UEENEED011B	DEVELOP OBJECT ORIENTED CODE	140

Networking

UEENEED017B	INSTALL AND CONFIGURE INTERNETWORKING SYSTEMS	120

Database Design and Queries

ICAB4136A	USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA	60

HTML and Javascript

UEENEED029B	DEVELOP BASIC WEB PAGES FOR ENGINEERING APPLICATIONS	40

Service Management

BSBFLM506B	MANAGE WORKPLACE INFORMATION SYSTEMS	60

Web Administration

UEENEED010B	SET UP AND CREATE CONTENT FOR A WEB SERVER	120

Project Management - MS Project

UEENEEE015B	DEVELOP DESIGN BRIEFS FOR ELECTROTECHNOLOGY PROJECTS	40
UEENEEH041B	MANAGE ELECTRONICS/COMPUTER SYSTEMS PROJECTS	40
UEENEED048B	PLAN COMPUTER SYSTEMS PROJECT	60

Set up and deploy a Windows 7 workstation

UEENEED012B	SUPPORT COMPUTER HARDWARE AND SOFTWARE	120
UEENEED043B	INSTALL AND CONFIGURE OPERATING SYSTEMS AND SOFTWARE	40
UEENEED046B	SET UP AND CONFIGURE BASIC LOCAL AREA NETWORK	40

Computer Hardware for A+

UEENEEE001B	APPLY OHS PRACTICES IN THE WORKPLACE	20
UEENEEE032B	DOCUMENT OCCUPATIONAL HAZARDS AND RISKS IN COMPUTER SYSTEMS	20
UEENEED002B	ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS	80
UEENEEE002B	DISMANTLE, ASSEMBLE AND FABRICATE ELECTROTECHNOLOGY COMPONENTS	40

Year Two

Windows 2003 Server Administration

UEENEED014B	DESIGN AND MANAGE ENTERPRISE NETWORKS	80
UEENEED015B	ADMINISTER USER NETWORKS	80

Linux Administration and Internet Infrastructure

UEENEED013B	INSTALL AND ADMINISTER UNIX BASED COMPUTERS	80
UEENEED024B	INTEGRATE MULTIPLE COMPUTER OPERATING SYSTEMS ON A CLIENT SERVER NETWORK	80

Advanced Windows 2003 Administration

UEENEED016B	DEVELOP NETWORK SERVICES	120

CCNA Internetworking 3 & 4

UEENEED018B	DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS	120

Wireless networking for Enterprises

UEENEED023B	DESIGN AND IMPLEMENT INTERNETWORKING SYSTEMS ¿ WIRELESS LANS/WANS	100

Firewall and Enterprise security

| UEENEED002B | ASSEMBLE, SET UP AND TEST PERSONAL COMPUTERS | 80 |

ICT Professional Practice

UEENEED044B	COMMISSION COMPUTER SYSTEMS	20
UEENEED045B	ENSURE TEAM EFFECTIVENESS	60
UEENEED045B	MODIFY-REDESIGN OF COMPUTER SYSTEM	20
UEENEEE078B	CONTRIBUTE TO RISK MANAGEMENT IN ELECTROTECHNOLOGY SYSTEMS	20
UEENEEH088B	DESIGN AND DEVELOP ELECTRONICS/COMPUTER PROJECTS	40
UEENEEE070B	WRITE SPECIFICATIONS FOR COMPUTER SYSTEMS ENGINEERING PROJECTS	40
UEENEEE017B	IMPLEMENT AND MONITOR OHS POLICIES AND PROCEDURES	20
UEENEEE038B	PARTICIPATE IN DEVELOPMENT AND FOLLOW A PERSONAL COMPETENCY DEVELOPMENT PLAN	20

DIPLOMA OF CREATIVE INDUSTRIES

Course Code:WDCI
Campus: Footscray Nicholson, City Flinders, St Albans.

About this course: Explore your creative side and kick start a career in the arts, culture and entertainment industry. The Diploma of Creative Industries aims to develop a broad range of knowledge and skills in areas such as visual arts, painting, web design and digital media. The course enables students to prepare successfully for and enter the second year of a relevant bachelor degree, such as the Bachelor of Creative Arts Industries. Key features of the Diploma of Creative Industries include practical and work-based creative projects incorporating the latest technologies and common arts industries fundamentals.

Course Objectives: The Diploma of Creative Industries aims to develop a broad range of creative arts industries knowledge and skills in areas such as visual arts, performance, creative writing, music and digital media. It enables students the option to pursue a career in the cultural and creative industries as a producer/practitioner, entrepreneur or manager. This course enables students to prepare successfully and obtain entry to the second year of a relevant bachelor degree. Key features of the Diploma of Creative Industries include practical and work-based creative projects incorporating the latest technologies and common fundamentals in the arts industries.

Careers: This course is designed to provide a pathway to higher level degree studies. Students who exit with the Diploma of Creative Industries will have acquired a range of vocational skills relevant to working in the creative arts industries. Graduates may be employed in the creative arts industries in the private (business) and public (government, community) sectors. Graduates may become professional creative arts practitioners working as actors, dancers, artists, writers or musicians in a variety of contexts. They may manage or promote creative arts practitioners, groups,

communities and/or industries. They may become producers, exporters or providers of cultural goods and/or services in the creative arts industries.

Course Duration:1 year

Admission Requirements Year 12: Students must have successfully completed VCE (or equivalent)

Admission Requirements International: Students must have successfully completed a secondary school qualification international equivalent of Year 12 or possess relevant industry experience. English language entry requirements for this diploma are as follows: IELTS (Academic) overall score of 5.5 (no band less than 5.0)

Admission Requirements Mature Age: Students must possess relevant industry experience

COURSE STRUCTURE

The Diploma of Creative Industries degree is a 96 credit points (8 unit), a one year full-time award, which may be studied in part-time mode. The diploma comprises four core units of study in the creative industries, supported by five creative practice units in the discipline areas of visual art, music, performance, digital media and creative writing.

Year 1, Semester 1

Core Units

| WDC1000 | THE CREATIVE PROCESS | 12 |
| WDC1001 | CRITICAL THINKING | 12 |

Plus two electives from the following:

WDC1020	NEW PERSPECTIVES IN DRAWING	12
WDC1030	CREATIVE WRITING	12
WDC1040	PERFORMANCE PRACTICES	12
WDC1050	INTRODUCTION TO MUSIC TECHNOLOGY	12
WDC1060	DESIGN FOR DIGITAL MEDIA	12
WDC1070	DEVELOP SELF AS ARTIST	12

Year 1, Semester 2

Core Units

| WDC1002 | CREATIVE INDUSTRIES | 12 |
| WDC1003 | CREATIVE TECHNOLOGIES | 12 |

Plus two electives from the following:

| WDC1021 | NEW PERSPECTIVES IN PAINTING | 12 |
| WDC1031 | NON-FICTION WRITING | 12 |

WDC1041	PERFORMANCE IN CONTEXT	12
WDC1051	MUSIC THEORY AND PRACTICE	12
WDC1061	SOUND AND VIDEO FOR DIGITAL MEDIA	12
WDC1071	IMMERSION PROJECT	12

WDC1041   PERFORMANCE IN CONTEXT   12

WDC1051   MUSIC THEORY AND PRACTICE   12

UNITS

BSBCMM101A APPLY BASIC COMMUNICATION SKILLS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.
Required Reading: Lee Perlitz. (2007). Professional Business Skills. NSW: Pearson
Assessment: Oral and written questioning, practical demonstration, test. RPL: Participants will provide evidence of skill, knowledge and experience.

BSBCRT101A APPLY CRITICAL THINKING TECHNIQUES
Locations:VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use fundamental critical thinking skills.
Required Reading:-
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - evaluation of a candidate blog exploring different ideas and questions - review of candidate response to scenarios that allow the candidate to apply critical thinking techniques to a particular life or work situation, and to demonstrate ability to portray curiosity and exploration of new concepts - evaluation of candidate response to the challenge of adopting different perspectives on a situation, and ability to both develop and respond to questions from those perspectives - observation of the candidate participating in a group problem-solving session - oral or written questioning to assess knowledge of typical blockers to the critical thinking process.

BSBCRT301A DEVELOP AND EXTEND CRITICAL AND CREATIVE THINKING SKILLS
Locations: City King St, Industry, City Flinders, St Albans, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop the habit of thinking in a more creative way.
Required Reading:CUF50407 Diploma of Specialist Make-up Services: School of Personal Services text.School of Personal Services. (2009). Develop and extend critical and creative thinking skills Melbourne: VU
Assessment:A range of assessment methods to assess practical skills & knowledge. - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation - evaluation of ideas generated by the candidate - evaluation of a presentation made by the candidate - evaluation of a (non-computerised) game developed by the candidate - oral/written questioning. CUF50407 Diploma of Specialist Make-up Services: Integrated Assessment where creativity & thinking skills may be applied with other units relevant to the Industry sector. Students will need to demonstrate competency by active participation in a range of creative thinking activities, including ability to ask relevant questions & to generate a range of ideas in response to a given situation, challenge and various scenarios. FNS30107 Certificate III in Financial Services: Assessements will include: Work based Case studies, Projects, Group work, Research, RPL.

BSBCRT401A ARTICULATE, PRESENT AND DEBATE IDEAS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to articulate, present and debate ideas. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No Required Reading
Assessment: Evidence of the following is essential: - creative and articulate presentations that provoke interest and response - active and confident participation in critical debate and discussion of ideas.

BSBCRT402A COLLABORATE IN A CREATIVE PROCESS
Locations: City King St, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to collaborate in a creative process.
Required Reading: School of Personal Services. (2009). Collaborate in a creative process. Melbourne: Vic Uni
Assessment: Integrated assessment involving a team of people in the collaborative, creative process where the student must demonstrate competency with a positive and full participation that generates, expands and develops ideas into a well conceived solution whilst contributing creative thinking skills through communication and the understanding of the ethical framework in which any type of creative endeavour operates. CUF50207 & CUF60107 Graded Assessment Assessment integrated through project concepts, documentation and presentations. 22091VIC Diploma of Professional Writing and Editing Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBCRT403A EXPLORE THE HISTORY AND SOCIAL IMPACT OF CREATIVITY
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to explore the history and social impact of creativity.
Required Reading: No required text
Assessment: Evidence of the following is essential: knowledge and understanding of the history and social impact of creativity, including its contemporary relevance to individuals and communities.

BSBCRT501A ORIGINATE AND DEVELOP CONCEPTS
Locations: Footscray Nicholson, City King St, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level.
Required Reading: No required textSchool of Personal Services. (2009). Originate and develop concepts. Melbourne: Vic Uni
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. CUF60107 Advanced Diploma of Interactive Media Graded Assessment - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. CUF50207 Diploma of Interactive Digital Media Graded Assessment - Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. CUF50407 Diploma of Specialist Make-up Services: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with development of at least 2 concepts

substantiated and supported with sufficient information to allow for implementation to occur with the preparation with delivery and evaluation the operational factors that will effect the implementation of the concept development process.

BSBCRT601A RESEARCH AND APPLY CONCEPTS AND THEORIES OF CREATIVITY

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake research into different concepts and theories of creativity, and to apply those to a particular field of endeavour. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Reading material provided and published on Creative Industries website

BSBDES201A FOLLOW A DESIGN PROCESS

Locations:VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to follow a design process at a basic level.
Required Reading:-
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation of the candidate participating in collaborative processes - evaluation of documentation maintained by the candidate to support different ideas - evaluation of a presentation made by the candidate outlining proposed solutions and processes used to develop those solutions - oral or written questioning to assess knowledge of parameters and context for work in a given industry context.

BSBDES202A EVALUATE THE NATURE OF DESIGN IN A SPECIFIC INDUSTRY CONTEXT

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

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

Locations:VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to explore and creatively apply the design process to the development of 2 dimensional (2D) forms.
Required Reading: No Required Reading
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct

questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - evaluation of samples or concept realisations produced by the candidate and interrogation of the creative process used - oral or written questioning to assess knowledge of 2-dimensional design.

BSBDES402A INTERPRET AND RESPOND TO A DESIGN BRIEF

Locations: Footscray Nicholson, City King St, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to interpret and creatively respond to a design brief through the production of work.
Required Reading: School of Personal Services. (2009). Interpret and respond to a design brief. Melbourne: Vic Uni
Assessment: Evidence of the following is essential: - effective response to the requirements of at least two design briefs, including interpretation, concept development, communication and production planning - knowledge of copyright, moral rights and intellectual property issues and legislation relevant to the ways design concepts are developed and presented.

BSBDES403A DEVELOP AND EXTEND DESIGN SKILLS AND PRACTICE

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and extend skills as a practising designer.
Required Reading: No text required.
Assessment: Evidence of the following is essential: - development of own voice through exploring and experimenting with new ideas in making and/or interpreting work - application of planned strategies to develop appropriate skills in design practice - use of discussion and evaluation opportunities to inform and develop technical and conceptual skills.

BSBDES501A IMPLEMENT DESIGN SOLUTIONS

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to take a design concept or solution to the implementation stage. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: None
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

BSBDES601A MANAGE DESIGN REALISATION

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage the process of taking a design from concept to final realisation or production.
Required Reading: No required text
Assessment: Assessment methods may include: direct questioning, evaluation of progress reports on/and finished products or services where the candidate has managed the realisation process.

BSBDES701A RESEARCH AND APPLY DESIGN THEORY

Locations: City Flinders.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research and apply different theories of design. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: David Rasmin History of modern Design

BSBFLM512B ENSURE TEAM EFFECTIVENESS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Frontline managers have an active role in managing the continuous improvement process in achieving the organisation's objectives. Their position, closely associated with the creation and delivery of products and services, means that they play an important part in influencing the ongoing development of the organisation. At this level, work will normally be carried out within complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.
Required Reading:-
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test/technical interview; on job or workplace assessment; practical/exercises; practical projects; assignments; personal appraisal; verbal assessment; profiling.

BSBINN502A BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT
Locations: Footscray Nicholson, Industry, City Queen, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create an environment that enables and supports the application of innovative practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement
Required Reading: No text required
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. 22051VIC Diploma of Business (Public Relations) - Competency Based Assessment methods will include: project work and case studies. BSB40110 Certificate IV in Legal Practoce - Competency Based Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBITU202A CREATE AND USE SPREADSHEETS
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to correctly create and use spreadsheets and charts through the use of spreadsheet software.
Required Reading: Shelley, Cashman, Vermatt. (2006). MS Office Excel 2007. Aust: Software Publishing.
Assessment: Students are required to do assignments, classwork, tests, demonstration, observation.

BSBITU303A DESIGN AND PRODUCE TEXT DOCUMENTS
Locations: Footscray Nicholson, Werribee, City King St, Industry, City Flinders, Off-shore, St Albans, 21940VIC Cert IV in ESL (Further Study) - Liaoning University, China, City Flinders, Footscray Nicholson, St Albans and Werribee. 21933VIC Certificate III in ESL (Access) - Footscray Nicholson, St Albans and Werribee only.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to design and develop predominantly text based documents using advanced features of word processing software.
Required Reading: Aspire Training (2007) Design and produce text documents Melbourne: Aspire Training. 21933VIC Certificate III in ESL (Access) There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: Students are required to do assignments, classwork, tests, demonstration and observation. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience. 21933VIC Certificate III in ESL (Access) Assessment may include: records of teacher's observations of students' activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback. 22053VIC Advanced Diploma of Legal Practice - Graded

BSBOHS201A PARTICIPATE IN OHS PROCESSES
Locations: Footscray Nicholson, Werribee, Newport, City King St, Industry, Melton, Sunshine, City Flinders, St Albans, 22012VIC Certificate I in Vocational Education - includes Industry, City King, St Albans, Footscray Nicholson, Melton, Newport, Sunshine, Werribee, Harvester TC and Other. This unit is also delivered at off-site workplacement locations. Secondary Schools on VETiS program. 22128VIC Certificate I in Work Education: Footscray Nicholson, St Albans and industry locations within the Western suburbs. Certificates I-III in Mumgu-dhal tyama-tiyt: St Albans campus only..
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.
Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning materials as required.
Assessment: Students are required to do assignments, classwork, tests, projects, case studies and/or presentations. 21956VIC Cert II in Small Bus (Ops/Innovation): Assessments required include assignments, classwork, presentation. 22128VIC Certificate I in Work Education: Assessment strategies may include written assignments, participation in class activities, related class-work, observation and demonstration, experience-based and work-based learning activities.

BSBOHS302B PARTICIPATE EFFECTIVELY IN OHS COMMUNICATION AND CONSULTATIVE PROCESSES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) consultative processes. Consultative arrangements, also referred to as participative arrangements, inform those involved in OHS matters, seek their input and provide opportunity for stakeholders to participate in decisions that may impact on the OHS of the workplace.
Required Reading: No Required Text
Assessment: Evidence of the following is essential: -   contribution to consultative arrangements for managing OHS in a workplace - knowledge of relevant OHS legislation, codes of practice, agreements, industry standards, workplace policies and procedures.

BSBPM505A MANAGE PROJECT QUALITY
Locations: Werribee, Footscray Park, Sunshine, St Albans.

Prerequisites: Nil.
Description: This unit specifies the outcomes required to manage quality within projects. It covers determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. This unit of competency could be assessed by the application of design principles and solutions specified in BCA performance requirements or deemed to satisfy provisions applicable to a particular building project. Assessment may be carried out in the workplace or a simulated environment. In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the oracy, language and literacy levels of the operator, and to any cultural issues that may affect responses to the questions, and reflect the requirements of the competency and the work being performed. .

BSBPMG510A MANAGE PROJECTS

Locations: Footscray Nicholson, City King St, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.
Required Reading: Industry (FLM stream): No required text. 22091VIC Diploma of Professional Writing and Editing No required textCole, (2005). Management - Theory & Practice. Australia: Prentice Hall Saville, Reid, (2002). Managing Effectively. Australia: Prentice Hall
Assessment: Evidence of the following is essential: - development of a project plan - details of monitoring arrangement/s and evaluation of the project plan's efficacy to address time lines and budgets of project - knowledge of relevant legislation

BSBSUS201A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Footscray Nicholson, Werribee, Industry, City Queen, City Flinders, St Albans, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices. This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.
Required Reading: Aspire Training. (2008) Participate in environmentally sustainable work practices. Melb:Aspire Training.
Assessment:VETiS: Graded tests, assignments. BSB40110 Certificate IV in Legal Services Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

BSBSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Footscray Nicholson, Werribee, City King St, Industry, City Queen.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.
Required Reading: No required reading.
Assessment:22053VIC Advanced Diploma of Legal Practice - Graded Assessment methods may include: Review of portfolios and work plans, response to case studies, written questioning and through observation. BSB40110 Certificate IV in Legal Services Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CPCCPD3010A APPLY PROTECTIVE PAINT COATING SYSTEMS

Locations: Sunshine.
Prerequisites: Nil.
Description: This unit of competency specifies the outcomes required to apply specialised paint coating systems as a protective measure against atmospheric conditions, sanitation and hygiene risks and the impacts ofhigh traffic areas. The unit includes planning and preparation for the work, preparation of the work area and materials, application of the coating system and completion of clean-up activities.
Required Reading: Australian Standards VU Produced Workshops
Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each competency unit's learning outcomes and performance criteria requirements, including the setting of project and work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines.

CUEAUD03B OPERATE VISION SYSTEMS

Prerequisites: Nil.
Description: Participate in technical or creative run through;Prepare for vision system operation;Operate vision systems;Shut down and disassemble the equipment.
Required Reading:-
Assessment: Project based and practical assessment

CUECOR01C MANAGE OWN WORK AND LEARNING

Locations: Industry.
Prerequisites:BSBDIV301A - WORK EFFECTIVELY WITH DIVERSITYCUECOR02C - WORK WITH OTHERSCUEIND01C - SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE
Description: This unit describes the self-management skills needed to perform effectively in the workplace. As such it relates to personal time management and the identification and management of personal learning needs.
Required Reading: No required text
Assessment: Assessment methods may include: case studies and projects, oral or written questioning and review of portfolios.

CUEFIN01B DEVELOP A BUDGET

Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop a budget. The nature and purpose of the budget will vary according to the work context, but the unit focuses on the key skills of analysing financial information to inform the

budget development process and the actual development of a budget. Skills relating to the monitoring of budget performance are found in the unit CUEFIN02B - Manage a budget. Combined assessment of these units is appropriate
Required Reading:-
Assessment: As per accredited curriculum

CUEFOH07A PROCESS FINANCIAL TRANSACTIONS
Prerequisites: Nil.
Description: Process payments and receipts;Reconcile takings.
Required Reading:–
Assessment: As per accredited curriculum

CUEIND01C SOURCE AND APPLY ENTERTAINMENT INDUSTRY KNOWLEDGE
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to source, apply and update a general knowledge of the live entertainment industry, including industry structure and operation, employment obligations and the impact of new technology. This knowledge underpins effective performance in all work roles within the entertainment industry. In-depth knowledge is not required.
Required Reading: No required text
Assessment: Assessment methods may include: case studies, oral or written questions and review of portfolios.

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

CUELGT03C INSTALL AND OPERATE FOLLOW SPOTS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to install and operate follow spots for any production within the cultural industries. This is a dedicated unit which reflects the skills required to operate follow spots for productions which include extensive movement and variation on stage and for different performance contexts.
Required Reading: No required text
Assessment: Assessment method may include: direct observation, evaluation of a performance, oral or written questioning and review of portfolios.

CUELGT09B APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES
Locations: Industry.
Prerequisites: Nil.
Description: This unit provides the foundation knowledge required to complete a range of general lighting-related tasks in a live venue environment. It includes the need for an understanding of the role of the lighting technician, overall lighting system layout and basic equipment recognition. Tasks would generally be completed under supervision.
Required Reading: No required text

Assessment: Assessment methods may include: direct observation, oral or written questioning and review of portfolios.

CUEMAR02B UNDERTAKE MARKET RESEARCH
Prerequisites: Nil.
Description: Plan market research;Conduct research;Analyse research findings.
Required Reading:–
Assessment: Project based and practical assessment

CUESMT10A ORGANISE AND FACILITATE REHEARSALS
Locations: Footscray Nicholson, Industry, City Flinders.
Prerequisites: Nil.
Description: Select and secure rehearsal venue;Coordinate physical elements for rehearsal;Create and distribute rehearsal documentation;Facilitate communication during rehearsal;Participate in rehearsals.
Required Reading:-
Assessment: Assignments, practical exercises and tests.

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

CUESOU01C REPAIR AND MAINTAIN AUDIO EQUIPMENT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to perform regular basic maintenance and simple repairs on audio equipment. It does not require the use of specific electrical or electronic knowledge and skills.
Required Reading: No required text
Assessment: Assessment methods may include: direct observation, inspection of equipment repaired, review of maintenance schedules and repair reports, written or oral questioning and review of portfolios.

CUESOU03C OPERATE PROFESSIONAL AUDIO EQUIPMENT
Locations: Footscray Nicholson, Industry, Sunbury.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge to interpret audio production requirements, participate in technical run-throughs and ultimately operate audio equipment during any type of live performance/presentation. An audio technician would generally undertake this role.
Required Reading: None
Assessment: Project based, written and practical assessment CUS40209 - Certificate IV in Sound Production - Competency Based. Assessment methods may include: evaluation of the audio aspects of a production, direct observation, oral or written questioning and review of portfolios of evidence.

CUESOU04C MIX LIVE AUDIO
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.

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

CUESOU07B APPLY A GENERAL KNOWLEDGE OF AUDIO TO WORK ACTIVITIES
Locations: Footscray Nicholson, VETiS.
Prerequisites: Nil.
Description: This unit describes the foundation skills and knowledge required to complete a range of general audio-related tasks in a live venue environment. It includes the need for an understanding of the role of the audio technician, overall audio system layouts and basic equipment recognition. Tasks would generally be completed under supervision.
Required Reading: No required text
Assessment: Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include: - direct observation of the candidate completing audio-related tasks - evaluation of equipment which has been set-up by the candidate - oral or written questioning to assess knowledge of equipment and audio theory - review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

CUESOU08B SELECT AND MANAGE MICROPHONE AND OTHER AUDIO INPUT SOURCES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: Select and manage microphone and other audio input sources.
Required Reading: No text required
Assessment: Practical and written assignment. CUS40209 - Certificate IV in Sound Production - Competency Based. Assessment methods may include: evaluation of the audio aspects of an event, evaluation of a microphone plot, oral or written questioning and review of portfolios.

CUESOU09B MANAGE AND COMPILE AUDIO REPLAY MATERIAL
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to compile sound effects and replay material from diverse sources and to replay those effects on cue in a live performance situation.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of the audio aspects of a production, direct observation, oral or written questioning and review of portfolios.

CUESTA01B INSTALL STAGING ELEMENTS
Prerequisites: Nil.
Description: Prepare for installation of staging;Install staging elements;Check staging elements after installation.
Required Reading:–
Assessment: Project based and practical assessment

CUESTA05C APPLY A GENERAL KNOWLEDGE OF STAGING TO WORK ACTIVITIES
Locations: Industry.
Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide assistance with the installation of staging under direct supervision. As such it includes a general knowledge of stage geography, staging equipment and staging terminology plus basic stage preparation and set positioning.
Required Reading: No text required
Assessment: Assessment methods may include: direct observation, inspection/evaluation of staging elements, oral or written questioning and review of portfolios.

CUETEM01B CO-ORDINATE PRODUCTION OPERATIONS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: Plan and organise workflow for production operations;Evaluate and monitor production operations;Solve problems and make decision in relation to production operations;Liaise with production colleagues to maximise quality.
Required Reading: No required text
Assessment: Project based and practical assessment

CUETEM03B ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES
Locations: City Flinders.
Prerequisites: Nil.
Description: Establish production requirements;Complete plans for realisation of production requirements;Source and cost resources;Manage construction for installation.
Required Reading:-
Assessment: Project based and practical assessment

CUETEM03C ESTABLISH AND MANAGE PRODUCTION REQUIREMENTS AND RESOURCES
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: Establish and manage production requirements and resources
Required Reading: None required
Assessment: Assessment and practical demonstration of skills through the establishment and management of technical requirements for a production or event.

CUETEM07A TOUR THE PRODUCTION
Prerequisites: Nil.
Description: Identify and plan tour requirements;Implement touring plans and variations;Provide briefings on tour requirements;Solve problems which arise on tour.
Required Reading:–
Assessment: Project based and practical assessment

CUETEM08A REALISE PRODUCTIONS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: Establish and plan for production requirements;Implement and monitor the pre-production phase;Collaborate with production colleagues;Implement and monitor production/event operation;Evaluate the production/event.
Required Reading: No required text
Assessment: Projects, written and practical assessments.

CUETGE15A HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT

Locations: City Flinders.
Prerequisites: Nil.
Description: Prepare physical elements for transportation;Load/unload physical elements;Check condition of physical elements.
Required Reading:-
Assessment: Project based and practical assessment

CUETGE15B HANDLE PHYSICAL ELEMENTS SAFELY DURING BUMP IN/BUMP OUT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to assemble, pack and load/unload physical elements under supervision for any production within the cultural industries. This unit is introductory in nature and focuses on safe manual handling and general knowledge of the bump in/bump out process and types of equipment. It does not include the specialised bump in/bump out procedures and knowledge required by technicians.
Required Reading: No required text
Assessment: Assessment methods may include: direct observation, oral or written questioning, case studies and review of portfolios.

CUFAIR201A DEVELOP TECHNIQUES FOR PRESENTING INFORMATION ON RADIO
Locations: Industry, City Flinders, St Albans, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to communicate effectively on air.
Required Reading:-
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - observation of the candidate recording or presenting program segments - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit - evaluation of recorded programs to determine candidate's ability to read information in a natural way - third-party reports tracking candidate's progress on developing presentation techniques.

CUFAIR301A PRESENT RADIO PROGRAMS
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a panel and present live-to-air programs in a basic radio studio. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFANM301A CREATE 2D DIGITAL ANIMATIONS
Locations: Industry, City Flinders, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use industry-current software to create 2D animations.
Required Reading: No Required Reading

Assessment: Evidence of the following is essential: creation of a range of 2D digital animations that: - meet specifications - demonstrate the basic principles of screen, visual design and communication - meet the technical requirements of at least two delivery platforms listed in the range statement - satisfy client requirements - collaborative approach to work.

CUFANM302A CREATE 3D DIGITAL ANIMATIONS
Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to animate simple 3D models and create 3D animations.
Required Reading: No Required reading
Assessment: Evidence of the following is essential: creation of 3D digital animated sequences that: -demonstrate the principles of basic screen, visual design and communication -meet the technical requirements of specific platforms -satisfy the design brief and client requirements collaborative approach to work attention to detail ability to meet production deadlines.

CUFANM303A CREATE 3D DIGITAL MODELS
Locations: Industry, City Flinders, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create 3D digital models.
Required Reading: No Required Reading
Assessment: Evidence of the following is essential: creation of 3D digital animated sequences that: -demonstrate the principles of basic screen, visual design and communication -meet the technical requirements of specific platforms -satisfy the design brief and client requirements collaborative approach to work attention to detail ability to meet production deadlines.

CUFANM401A PREPARE 3D DIGITAL MODELS FOR PRODUCTION
Locations: Industry, City Flinders.
Prerequisites:CUFANM303A - CREATE 3D DIGITAL MODELS
Description: This unit describes the performance outcomes, skills and knowledge required to prepare 3D digital models for a range of contexts.
Required Reading: No text required
Assessment: Evidence of the following is essential: 3D digital models created to a high level of finish that: -are robust and perform to specifications -demonstrate attention to detail -meet design and aesthetic requirements collaborative approach to work ability to meet deadlines.

CUFANM402A CREATE DIGITAL VISUAL EFFECTS
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create digital visual effects.
Required Reading: No required text
Assessment: The following methods will be used in assessing the unit: assignments, classwork, tests, projects, case studies and/or presentations.

CUFANM403A CREATE TITLES FOR SCREEN PRODUCTIONS
Locations: Footscray Nicholson, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create digital titles for screen productions.

Required Reading: No text required.

Assessment: Evidence of the following is essential: - creation of a range of screen titles that: - meet the requirements of a brief - demonstrate attention to detail and an ability to achieve the required creative effect - collaborative approach to work - ability to meet deadlines.

CUFANM501A CREATE 3D DIGITAL CHARACTER ANIMATION

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

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

Required Reading: None

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

CUFANM502A CREATE 3D DIGITAL ENVIRONMENTS

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

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

Required Reading: None

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

CUFANM503A DESIGN ANIMATION AND DIGITAL VISUAL EFFECTS

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

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

Required Reading: None

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

CUFBRD301A PERFORM BASIC TRANSMISSION OPERATIONS

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare material for transmission and to monitor and switch television or radio transmission signals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text

Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFBRD302A PROVIDE PRODUCTION SUPPORT FOR TELEVISION PRODUCTIONS

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assist producers and directors during production of television programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text

Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFBRD303A PREPARE VIDEO MATERIAL FOR TELEVISION TRANSMISSION

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare digital video material for television transmission. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text

Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFCAM201A ASSIST WITH A BASIC CAMERA SHOOT

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

Prerequisites: Nil.

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

Required Reading:-

Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - observation of the candidate assisting with a basic camera shoot to determine whether correct procedures are followed and equipment is operated according to instructions - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFCAM301A SHOOT MATERIAL FOR SCREEN PRODUCTIONS

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to shoot screen material using a single camera unit.

Required Reading: None required

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

CUFCAM302A RIG CAMERA INFRASTRUCTURE

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to install camera infrastructure for a television production. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text

Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFCAM601A DIRECT CINEMATOGRAPHY FOR SCREEN PRODUCTIONS

Locations: Industry, City Flinders, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to devise and manage camera shoots across a wide range of screen, media and entertainment productions. No licensing, legislative, regulatory or certification

requirements apply to this unit at the time of endorsement.

Required Reading: No required text

Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFCMP301A IMPLEMENT COPYRIGHT ARRANGEMENTS

Locations:VETiS.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to implement individual or collaborative copyright arrangements.

Required Reading: No Required Reading

Assessment: The following assessment methods are appropriate for this unit: - direct observation of the candidate obtaining permission to use copyright material - case studies to assess ability to identify sources of information on copyright - written and verbal questioning or interview to test knowledge of the sources of information and the role of copyright collection societies - problem solving activities to assess ability to recognise problems that arise from copyright ownership discussions - review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

CUFCMP501A MANAGE AND EXPLOIT COPYRIGHT ARRANGEMENTS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage and exploit individual or collaborative copyright arrangements. This unit is related to CUFCMP301A Implement copyright arrangements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: None

Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation. CUS60209 Advanced Diploma of Sound Production - Competency Based.

CUFDIG201A MAINTAIN INTERACTIVE CONTENT

Locations:VETiS.

Prerequisites: Nil.

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

Required Reading:-

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

CUFDIG301A PREPARE VIDEO ASSETS

Locations: Industry, City Flinders.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare video assets for inclusion in interactive media.

Required Reading: No Required Reading

Assessment: Evidence of the following is essential: ¿h preparation of a range of video sequences to be included in interactive media products that meet appropriate technical specifications ¿h proficient use of video encoding software.

CUFDIG302A AUTHOR INTERACTIVE SEQUENCES

Locations:VETiS.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use an authoring tool to produce discrete interactive sequences

Required Reading: No Required Reading

Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of interactive sequences authored by the candidate - written or oral questioning to test knowledge of file formats and delivery platforms.

CUFDIG303A PRODUCE AND PREPARE PHOTO IMAGES

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare photo images for integration into an interactive media sequence or product.

Required Reading: No Required Reading

Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of photo images prepared by the candidate on a number of occasions - practical demonstration by the candidate of scanner and digital camera operation - written or oral questioning to test knowledge of file formats and OHS issues.

CUFDIG304A CREATE VISUAL DESIGN COMPONENTS

Locations: Footscray Nicholson, VETiS.

Prerequisites: Nil.

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

Required Reading: No Required Reading

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

CUFDIG401A AUTHOR INTERACTIVE MEDIA

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge

required to author a complete interactive media product, for example, a whole website. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No Required text
Assessment: Evidence of the following is essential: - development of an integrated and fully functional interactive media product that: - conforms to design specifications - meets W3C Accessibility standards - demonstrates creativity in design solutions - collaborative approach to work..

CUFDIG502A DESIGN WEB ENVIRONMENTS
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design web environments. A web environment may consist of one or many web applications and technologies integrated in various combinations. The design is focused on how these applications and technologies are combined and used, and the way in which interactive content is accessed by users. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Pitching project concepts, delivery of project documentation and completed project presentation.

CUFDIG503A DESIGN ELEARNING RESOURCES
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design an e-learning resource. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Text references provided by School of Creative Industries and published online.
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFDIG504A DESIGN GAMES
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design games and document the process for developing them. Game design requires a high degree of collaboration between script writers, programmers and graphic designers. Low-end games can be constructed using interactive authoring tools, but for video game productions, designers need to work with high level programmers to ensure that designs are technically feasible. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No text required.
Assessment: Assessment involves pitching project concepts, delivery of project documentation and presentation.

CUFDIG505A DESIGN INFORMATION ARCHITECTURE
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design the information architecture of an interactive media product. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: None
Assessment: Assessment includes project portfolio presentation, continual assessment of project management practices and evaluation of completed project.

CUFDIG506A DESIGN INTERACTION
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design the interaction for interactive media products. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No text required
Assessment: Assessment includes project portfolio presentation, continual assessment of project management practices and evaluation of completed project.

CUFDIG507A DESIGN DIGITAL SIMULATIONS
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design digital simulations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFGEN02A IDENTIFY INDUSTRY LAWS AND REGULATIONS AND APPLY THEM TO WORKPLACE ACTIVITIES
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to access, increase, update and apply a broad knowledge of key cultural industry legislation, regulations and codes. The broad knowledge underpins effective performance in all sectors. It does not describe the application of specific complex legal and regulatory knowledge. The need to source complex knowledge would be referred to specialist legal advisors, specialist industry associations or specialist enterprise team members.
Required Reading: No required text
Assessment: Role plays, case studies and written reports.

CUFGMT301A REPAIR AND MAINTAIN PRODUCTION EQUIPMENT
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to repair and maintain production equipment used in the screen, media and entertainment industries. In some States and Territories of Australia, a restricted electrical licence is required to repair and maintain production equipment. Restricted electrical licences allow a person to carry out electrical work incidental to a trade. Incidental work may include fault-finding on equipment or changing like for like equipment by disconnecting and reconnecting the fixed wiring. It does not include any other changes to the fixed wiring. Testing and tagging of electrical equipment must be carried out by a person with the relevant certificate of competency in accordance with the performance specifications of: Australian Standard 3760: 200 In-service safety inspection and testing of electrical equipment Australian Standard 3002: 1985 Electrical installations shows and carnivals In some States and Territories a licensed electrician would be required to undertake the tasks outlined in element 2.

Required Reading: No required text
Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFIND201A DEVELOP AND APPLY CREATIVE ARTS INDUSTRY KNOWLEDGE

Locations:VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply basic industry practices within the creative arts industries. This unit addresses the collection, application and updating of general information relevant to work roles within the creative arts industry sectors, including industry structures and operations, employment obligations and opportunities, the impact of new technology and the identification of industry laws and regulations.
Required Reading:-
Assessment: The following assessment methods are appropriate for this unit: - direct observation of the candidate collecting and organising industry information - case studies to assess ability to apply knowledge to different industry contexts and situations - written or oral questioning to test knowledge of the different aspects or distinguishing features of the creative arts industries - review of portfolios of evidence and third-party workplace reports of on-the-job performance, including authenticated samples of work in collecting and organising industry information.

CUFIND301A WORK EFFECTIVELY IN THE SCREEN AND MEDIA INDUSTRIES

Locations: Industry, City Flinders, St Albans, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work in a team environment in the film, broadcasting and digital media industries.
Required Reading: No text required.
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - observation of the candidate participating in workplace meetings - written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit - case studies to assess ability to apply knowledge to different industry contexts and situations.

CUFLGT02B PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT

Locations: City Flinders.
Prerequisites: Nil.
Description: Determine production requirements for lighting;Prepare lighting equipment for installation;Install lighting;Install lighting control system;Ensure electrical safety;Test and adjust lighting.
Required Reading:-
Assessment: Project based and practical assessment

CUFLGT101A APPLY A GENERAL KNOWLEDGE OF LIGHTING TO WORK ACTIVITIES

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to complete basic lighting tasks in a range of production contexts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text

Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFLGT301A PREPARE, INSTALL AND TEST LIGHTING EQUIPMENT

Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install and test lighting equipment for productions in the film, television and live events industries.
Required Reading: No required text
Assessment: Assessment methods may include: direct questioning, direct observation, inspection of lighting equipment set-up and verbal or written questioning.

CUFLGT302A RECORD AND OPERATE STANDARD LIGHTING CUES

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a lighting console by plotting and modifying standard lighting cues. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFLGT304A OPERATE FLOOR ELECTRICS

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to set and operate a range of floor electrics for live productions or performances. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFMEM02A AUTHOR A MULTIMEDIA PRODUCT

Prerequisites: Nil.
Description: Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.
Required Reading:–
Assessment: Project based and practical assessment

CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE

Prerequisites: Nil.
Description: Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.
Required Reading:-
Assessment: Project based and practical assessment

CUFPOP02B DETERMINE RESOURCE REQUIREMENTS FOR TOTAL PRODUCTION

Locations: City Flinders.
Prerequisites: Nil.
Description: Identify resource requirements from script or performance outline;Prepare

and present estimates;Prepare a schedule of resources.
Required Reading:-
Assessment: Project based and practical assessment

CUFPOS201A PERFORM BASIC VISION AND SOUND EDITING

Locations: Industry, City Flinders, St Albans, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform basic editing functions in relation to film, television and interactive media productions.
Required Reading:-
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of material prepared, logged and edited by the candidate in response to instructions received from a supervising editor - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit

CUFPOS402A MANAGE MEDIA ASSETS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage media assets for screen and media productions and projects.
Required Reading: No required text
Assessment: Evidence of the following is essential: -proficient use of information tracking and repository systems -accurate record keeping, updating and tracking -attention to detail -ability to work effectively as a member of a production team..

CUFPOS501A EDIT COMPLEX SCREEN PRODUCTIONS

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to edit complex productions in film, television and interactive media. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFPPM301A PLAN AND PREPARE PROGRAMS

Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and prepare material for television or radio programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFPPM404A CREATE STORYBOARDS

Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to create storyboards. The creation of storyboards is a critical skill in the design and development of a broad range of digital content, including video, film, animation and interactive media.
Required Reading: No required text
Assessment: Evidence of the following is essential: -creation of clear and logical storyboards that meet specified requirements -ability to visualise creative concepts -ability to work effectively as a member of a production team.

CUFPPM408A COMPILE PRODUCTION SCHEDULES

Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to compile schedules for productions or events in the screen, media and entertainment industries.
Required Reading: No required text
Assessment: Assignments, projects and written assessment.

CUFPPM602A PLAN AND MANAGE FILM AND MEDIA POSTPRODUCTION

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage post-production processes and facilities.
Required Reading: No required text
Assessment: Assessment methods may include: - direct questioning combined with review of portfolios, review of post-production documentation, discussion and written or oral questioning.

CUFRES201A COLLECT AND ORGANISE CONTENT FOR BROADCAST OR PUBLICATION

Locations:VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to compile routine information for broadcast or publication.
Required Reading:-
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of content organised by the candidate in response to specific instructions or directions - inspection of information filing systems maintained by the candidate

CUFRES401A CONDUCT RESEARCH

Locations: Footscray Nicholson, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct research in response to a brief. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No text required
Assessment: Evidence of the following is essential: -ability to clarify research briefs -ability to gather reliable and valid information from a range of sources in response to research briefs -research findings on a range of topics presented in an appropriate format by agreed deadlines -collaborative approach to work.

CUFSOU204A PERFORM BASIC SOUND EDITING

Locations:VETiS.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to for basic digital sound editing.
Required Reading: No required text
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of a range of sound sequences edited by the candidate in response to instructions received from a supervising editor - observation of the candidate preparing and editing sound sequences - written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

CUFSOU301A PREPARE AUDIO ASSETS
Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare audio assets for inclusion in interactive media.
Required Reading: No Required Reading
Assessment: Evidence of the following is essential: -preparation of a range of audio sequences to be included in interactive media products that meet appropriate technical specifications -proficient use of audio encoding software

CUFSOU302A COMPILE AUDIO MATERIAL FOR BROADCAST
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to record and edit short audio segments within tight deadlines. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include assignment, class work and projects. RPL; participants will provide evidence of their skills, knowledge and experience

CUFWRT02A WRITE THE SCRIPT
Prerequisites: Nil.
Description: Plan and prepare to write the narrative;Develop the narrative.
Required Reading:-
Assessment: Project based and practical assessment

CUFWRT301A WRITE CONTENT FOR A RANGE OF MEDIA
Locations: Industry, City Flinders, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to write content for a range of media.
Required Reading: No Required Reading
Assessment: Evidence of the following is essential: - application of the principles of writing and communication to content written for a range of purposes - content written in a way that engages the target audience - sound knowledge of grammar and punctuation - collaborative approach to work - ability to work under pressure and meet deadlines.

CUFWRT302A WRITE SIMPLE STORIES
Locations: Industry, City Flinders.
Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to write simple stories.
Required Reading: No required text
Assessment: Evidence of the following is essential: - original linear and non-linear stories written for at least two of the delivery platforms listed in the range statement - ability to write simple stories that engage the target audience and meet the requirements of a storytelling brief..

CUFWRT401A EDIT TEXTS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to edit written material. People in editorial roles refine and amend text to enhance the clarity of written communication. They may also be involved in making decisions about the placement of visual material in relation to text. When editing text, they take into account the needs of the readership, the author's intention, available resources and the type of publication. A thorough knowledge of grammar, syntax, spelling and punctuation is essential, along with an eye for detail and a systematic approach to work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFWRT402A WRITE EXTENDED STORIES
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to write extended stories.
Required Reading: No text required
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFWRT501A DEVELOP STORYLINES AND TREATMENTS
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop a narrative or storyline. Other aspects of the job role include: developing short narrative scripts to sell product, such as commercials participating in story conferencing developing concept documents in response to client briefs preparing pitch presentations ready for clients. This unit has strong links with CUFWRT601A Write scripts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No text required
Assessment: Assessment involves pitching project concepts, delivery of project documentation and completed project presentation.

CUFWRT601A WRITE SCRIPTS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to write scripts for a wide range of creative productions or projects. Scriptwriters take material from concept proposal, treatment or outline format to final draft ready for production. The script-writing process involves negotiation and mediation, as well as an understanding of working collaboratively with other

members of a production or project team. This unit has strong links with: CUFWRT501A Develop storylines and treatments. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFWRT602A EDIT SCRIPTS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to edit scripts for a range of productions. This unit has strong links with: CUFWRT601A Write scripts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CULLB001B DEVELOP AND APPLY KNOWLEDGE OF THE LIBRARY/INFORMATION SERVICES INDUSTRY
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply a basic knowledge of the library/information services industry. As such, the unit underpins performance across all areas of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Library Studies. (2009). Information Industry. Melb: Vic Uni
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB002B OBTAIN INFORMATION FROM EXTERNAL AND NETWORKED SOURCES TO MEET CUSTOMER NEEDS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: Establish and confirm customer's information request/need; determine details of required information resources; search external and networked sources; obtain and return information.
Required Reading: Library Studies. (2009). Lending Services 1. Melb: Vic Uni.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB003B RESEARCH AND ANALYSE INFORMATION TO MEET CUSTOMER NEEDS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: Analyse information needs; determine and implement assistance strategies; ensure quality of customer service.
Required Reading: No required text.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB004B PROCESS INFORMATION RESOURCE ORDERS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: Determine ordering requirements, order and receive information resources.
Required Reading: Library Studies. (2009). Acquisitions 1. Melb: Vic Uni.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB005B SEARCH DATABASES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to search and retrieve information from a range of databases.
Required Reading: Library Studies. (2009). Database Searching. Melb: Vic UNi.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB203C DEVELOP AND USE INFORMATION LITERACY SKILLS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to conduct basic research and present information in response to an identified need. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Library Studies. (2009) Information Literacy. Melb: Vic Uni
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB205C PROCESS AND MAINTAIN INFORMATION RESOURCES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to ensure consistent organisation and maintenance of information, materials and equipment (both printbased and electronic). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: -
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB206C ASSIST WITH CIRCULATION SERVICES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to process loan transactions and assist customers with circulation/lending enquiries.
Required Reading: Library Studies. (2009). Lending Services 1. Melb: Vic Uni.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB302C USE CATALOGUING TOOLS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use established cataloguing tools and rules at an introductory level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Library Studies. (2009). Cataloguing 1. Melb: Vic Uni
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required industry and statewide training provider moderated standard.

CULLB307C USE MULTIMEDIA

Locations:VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use a range of multimedia equipment/programs at a non-specialist level.
Required Reading:-
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - direct observation of the candidate using multimedia - oral or written questioning to assess knowledge of OHS issues or equipment/program features.

CULLB401C ASSIST CUSTOMERS TO ACCESS INFORMATION

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist customers in obtaining information relevant to their needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Library Studies. (2009). Reference 1. Melb: Vic Uni.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB412C UNDERTAKE CATALOGUING ACTIVITIES

Locations: Footscray Nicholson.
Prerequisites:CULLB302C - USE CATALOGUING TOOLSCataloguing 1 is the beginning cataloguing unit which provides a foundation of study in catalouging for this more advanced module.
Description: This unit describes the performance outcomes, skills and knowledge required to complete original descriptive cataloguing and catalogue maintenance activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Library Studies. (2009). Cataloguing 2. Melb: Vic Uni.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB505C ANALYSE AND DESCRIBE INFORMATION MATERIALS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse and describe material by indexing and abstracting the content and format of materials to ensure the efficient retrieval of information by customers.
Required Reading: Library Studies. (2009) Indexing and Abstracting. Melb: Vic Uni.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB506C CATALOGUE AND CLASSIFY MATERIAL

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse, catalogue and classify material to facilitate customer access.
Required Reading: Library Studies. (2009) Classification. Melb: Vic Uni
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB508C MONITOR AND ENHANCE INFORMATION ACCESS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to monitor and enhance the service provider's information systems and services. It focuses on the monitoring and evaluation of new technological developments and the development of strategies to enhance existing services or introduce new services.
Required Reading: Library Studies. (2009). Reference 2. Melb: Vic Uni
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB509C SELECT AND ACQUIRE INFORMATION MATERIALS

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate information selection and acquisition for an information services provider.
Required Reading: Library Studies. (2009). Acquisitions 2. Melb: Vic Uni
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB510B DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS

Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.
Required Reading:-
Assessment: Assignments

CULLB510C DEVELOP AND MAINTAIN COMMUNITY/STAKEHOLDER RELATIONSHIPS

Locations: Footscray Nicholson.
Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and maintain community/stakeholder relationships. As such, the unit focuses on the need for regular and ongoing consultation to maintain the quality of service provision.
Required Reading: Library Studies. (2009). Client Groups. Melb: Vic Uni
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB602C USE, EVALUATE AND EXTEND OWN INFORMATION LITERACY SKILLS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: Research and analyse information, ideas and concepts; communicate information, ideas and concepts; evaluate own work and skills; extend own information literacy skills.
Required Reading:-
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB701C ANALYSE AND DESCRIBE SPECIALIST/COMPLEX MATERIAL
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to apply creative, whole systems thinking to cataloguing, classification, indexing, abstracting or otherwise describing specialist and complex material.
Required Reading:-
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULLB708C MANAGE INFORMATION ACCESS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to monitor and evaluate customer information needs, and to develop and implement appropriate access policies within the organisation.
Required Reading: Library Studies. (2009). Manage Information Access. Melb: Vic Uni.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULMS008B CONCEIVE, DEVELOP AND REALISE EXHIBITION DESIGNS
Locations: Industry, City Flinders.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake the complete exhibition design process, from initial conception of ideas to the final realisation of the design.
Required Reading: None required-
Assessment: Practical and written assessment

CULMS009B IMPLEMENT PREVENTIVE CONSERVATION ACTIVITIES
Locations: Footscray Nicholson.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide general preventive care for cultural material. The unit focuses only on environmental monitoring, condition assessment and the overall implementation of disaster preparedness measures.
Required Reading: No required text.Library Studies. (2009). Preservation. Melb: Vic Uni.
Assessment: Assessment is competency based and cumulative. All assessment tasks must be successfully completed to the required statewide industry and training provider moderated standards.

CULMS201B DEVELOP AND APPLY KNOWLEDGE OF THE MUSEUM INDUSTRY
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply a basic knowledge of the museum industry. As such, the unit underpins performance across all areas of museum practice.
Required Reading: Library Studies. (2008). Workbook for Develop and apply knowledge of the Museum Industry. Melbourne: Victoria University.
Assessment: Report, A report on visits to different, small, medium or large museums or online Museums to describe their collections and services, Yes/No. Assignment, A report on careers in Museums, the different levels of workers their qualifications, professional associations associated with Museums., Yes/No. Project, A task on finding 3 recent trends in Museums, list the trend and its impact on traditional Museum practice., Yes/No. Assignment, An in-depth case study on one museum service to look at its products and services; relations with other museums., Yes/No.

CULMS205B OBSERVE AND REPORT BASIC CONDITION OF COLLECTION
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to observe and monitor the condition of the collection, and to identify possible threats to objects in the collection.
Required Reading: Library Studies. (2008). Workbook on Observe and report basic condition of collection. Melbourne: Victoria University
Assessment: Assignment, Workbook, Yes/No. Report, Report on the condition, appearance, issues associated with the process and procedures in preparing exhibits., Yes/No. Report, A report on the processes and procedures used in Museums for damage control and maintenance measures, Yes/No.

CULMS412B RECORD AND MAINTAIN COLLECTION INFORMATION
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain current and accurate collection records.
Required Reading: Library Studies. (2008). Workbook on Record and maintain collection information. Melbourne: Victoria University.
Assessment: Assignment, Catalogue 4 different kinds of items according to the Museums standards, Yes/No. Report, Report on the cataloguing procedures of 3 different libraries, Yes/No. Project, Workflow diagram for cataloguing in a Museum which incorporates, tools, procedures, personnel and item types using flow diagram., Yes/No.

CULMS506C PLAN AND DEVELOP ACTIVITIES, EVENTS AND PROGRAMS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: Establish need and scope of activities, events and programs; develop concepts for activities, events and programs; plan resource requirements; develop

support materials; evaluate activity, event or program.
Required Reading: No required text.-

CUSADM04A MANAGE A MAJOR PROJECT
Prerequisites: Nil.
Description: Define the scope of the project; Develop overall project plan; Monitor all aspects of the project; Evaluate the whole project.
Required Reading:-
Assessment: Project based and practical assessment

CUSADM08A ADDRESS COPYRIGHT REQUIREMENTS
Locations: Footscray Nicholson, Industry, Sunbury.
Prerequisites: Nil.
Description: 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.
Required Reading: No required text
Assessment: Project based and practical assessment

CUSADM09A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: 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.
Required Reading: Birt Legal Aspects of your small business Wesley Longman
Assessment: As per accredited curriculum 22038VIC Advanced Diploma of Business (PR) Assessment methods will include assignments, projects and case studies.

CUSFIM501A SECURE FUNDING FOR PROJECTS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to raise money for a creative or artistic project and to participate in negotiations with all parties. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUSGEN01A USE AND ADAPT TO CHANGES IN TECHNOLOGY
Prerequisites: Nil.
Description: Evaluate information about new technology; Adapt to changes in the new technology; Update knowledge of new technology.
Required Reading:-
Assessment: Project based and practical tasks

CUSGEN03A COLLABORATE WITH COLLEAGUES IN PLANNING AND PRODUCING A PROJECT
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: 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.
Required Reading: No required text
Assessment: Project based, practical and written tasks

CUSGEN04B PARTICIPATE IN NEGOTIATIONS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: Plan the negotiation;Conduct the negotiation;Finalise the outcome.
Required Reading: No required text
Assessment: Project based and practical assessment

CUSGEN05A MAKE PRESENTATIONS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: Plan and prepare for the presentations; Make presentations; Evaluate presentations.
Required Reading:-
Assessment: Students may be required to complete projects, assignment, presentations and written tests.

CUSIND301A WORK EFFECTIVELY IN THE MUSIC INDUSTRY
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work effectively in the music industry. These include relationship building, negotiation techniques, work prioritisation and personal development. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment methods will include: case studies, direct observation, written or oral questioning and problem-solving activities.

CUSIND302A PLAN A CAREER IN THE CREATIVE ARTS INDUSTRY
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and evaluate career opportunities in the creative arts industry, including personal skills analysis and portfolio development. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment methods may include: case studies, direct observation, written or oral questioning and problem-solving activities.

CUSIND501A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply in-depth knowledge of the music industry to a range of work situations.
Required Reading: No required text
Assessment: Assessment methods may include: case studies or interviews,direct observation, written or oral questioning and review of portfolios.

CUSLED501A PROVIDE INSTRUMENTAL OR VOCAL TUITION
Locations: Footscray Nicholson.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide instrumental or vocal tuition as a private teacher.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of learning programs, lesson plans and resources prepared by the candidate, observation, written or oral questioning, case studies and scenarios.

CUSMCP301A COMPOSE SIMPLE SONGS OR MUSICAL PIECES
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to compose simple songs or musical pieces.
Required Reading: No required text
Assessment: Assessment methods may include: case studies, direct observation, authenticated samples of song-writing work and written or oral questioning.

CUSMCP302A WRITE SONG LYRICS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to write song lyrics. An understanding of musical styles and song structures is essential, along with knowledge of how copyright and royalties apply to songwriters.
Required Reading: No required text
Assessment: Assessment method may include: case studies, direct observation and review of portfolios and written or oral questioning.

CUSMCP303A DEVELOP SIMPLE MUSICAL PIECES USING ELECTRONIC MEDIA
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use electronic media to develop simple musical pieces.
Required Reading: No required text
Assessment: Assessment may include: case studies and scenarios, direct observation and written or oral questioning.

CUSMCP402A DEVELOP TECHNIQUES FOR COMPOSING MUSIC
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply aural imagination and perception skills to compose a range of musical pieces.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of work plans, direct observation, written or oral questioning and case studies and scenarios.

CUSMCP501A COMPOSE MUSIC USING ELECTRONIC MEDIA
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to compose a range of musical pieces using technology-based applications.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of work plans, direct observation, written or oral questioning, case studies and scenarios.

CUSMCP502A COMPOSE MUSIC FOR SCREEN
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to compose music for screen productions.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of work plans, direct observation, written or oral questioning, case studies and scenarios.

CUSMCP601A EXTEND TECHNIQUES FOR COMPOSING MUSIC
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop high-level music composition skills.
Required Reading: No required text
Assessment: Assessment methods may include: - direct observation, process diary detailing practice planning, goals and strategies, wrritten or oral questioning on professional development, samples of artistic work, case studies and scenarios.

CUSMLT201A DEVELOP AND APPLY MUSICAL IDEAS AND LISTENING SKILLS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop music knowledge by listening and responding to music.
Required Reading: No required text
Assessment: Assessment methods may include: case studies, direct observation and written or oral questioning.

CUSMLT202A APPLY KNOWLEDGE OF MUSIC CULTURE TO MUSIC MAKING
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledgerequired to explore aspects of music culture in Australian society and
Required Reading: No required text

CUSMLT301A APPLY KNOWLEDGE OF GENRE TO MUSIC MAKING
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply knowledge of music styles to music industry work and learning.
Required Reading: No required text
Assessment: Assessment methods may include: written or oral questioning, oral/aural test, case studies and scenarios.

CUSMLT302A DEVELOP AND APPLY AURAL-PERCEPTION SKILLS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to aurally recognise simple structures and components of music and to discuss these with peers and other industry personnel.
Required Reading: No required text
Assessment: Assessment methods may include: direct observation or video recording of the candidate's ability to aurally recognise simple music structures and written or oral questioning.

CUSMLT303A NOTATE MUSIC

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to set down music in a notated form.

Required Reading: No required text

Assessment: Assessment methods may include: direct observation and written or oral questioning.

CUSMLT403A ANALYSE FUNCTIONAL HARMONY

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to understand and use functional harmony.

Required Reading: No required text

Assessment: Assessment methods may include: evaluation of harmonic analyses, written or oral questioning, case studies and scenarios.

CUSMLT501A REFINE AURAL-PERCEPTION SKILLS

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to improve aural-perception skills.

Required Reading: No required text

Assessment: Assessment methods may include: direct observation, evaluation of candidate's plan on oral-perception skills, discussion, case studies, written or oral questioning.

CUSMLT601A ANALYSE MUSIC

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to analyse the aesthetic, technical and expressive characteristics of music.

Required Reading: No required text

Assessment: Assessment methods may include: - evaluation of musical analyses, written or oral questioning, case studies and scenarios and authenticated details of relevant examples of musical analyses.

CUSMLT602A ANALYSE HARMONY

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to analyse and deconstruct harmony for its component parts.

Required Reading: No required text

Assessment: Assessment methods may include: evaluation of harmonic analyses, written or oral questioning, case studies and scenarios, authenticated details of relevant examples of harmonic analysis.

CUSMPF201A PLAY OR SING SIMPLE MUSICAL PIECES

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and perform a simple musical sequence or piece.

Required Reading: No required text

Assessment: Assessment methods may include: case studies, direct observation and written or oral questioning.

CUSMPF202A INCORPORATE MUSIC TECHNOLOGY INTO PERFORMANCE

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to perform and record music using technology-based equipment.

Required Reading: No required text

Assessment: Assessment methods may include: direct observation, testimonial from individual tutors and written or oral questioning.

CUSMPF203A DEVELOP ENSEMBLE SKILLS FOR PLAYING OR SINGING MUSIC

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to extend elementary skill development in singing or playing a musical instrument and to perform simple repertoire as part of an ensemble.

Required Reading: No required text

Assessment: Assessment methods may include: observation, written or oral questioning and case studies and scenarios.

CUSMPF204A PLAY MUSIC FROM SIMPLE WRITTEN NOTATION

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop basic analytical skills to identify music notational conventions and to play music from simple written music notation.

Required Reading: No required text

Assessment: Assessment methods may include: direct observation, authenticated audio recording and written or oral questioning.

CUSMPF301A DEVELOP TECHNICAL SKILLS IN PERFORMANCE

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to build on basic technical skills in a chosen area of music specialisation and to perform simple repertoire.

Required Reading: No required text

Assessment: Assessment methods may include: observation, written or oral questioning, self-evaluation sheets and case studies and scenarios.

CUSMPF302A PREPARE FOR PERFORMANCES

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use practice time to prepare for performances.

Required Reading: No required text

Assessment: Assessment methods will include: direct observation, video or audio recordings of candidate in practice, written or oral questioning and case studies and scenarios.

CUSMPF303A CONTRIBUTE TO BACKUP ACCOMPANIMENT

Locations: Industry.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform for an audience as part of a backup group. In this performance context well-developed interpersonal communication skills are essential to ensure effective collaboration.
Required Reading: No required text
Assessment: Assessment methods may include: observation, written or oral questioning and case studies and scenarios.

CUSMPF304A MAKE A MUSIC DEMO
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and produce a music demo.
Required Reading: No required text
Assessment: Assessment methods may include: - direct observation, evaluation of demo recording plans, written or oral questioning and case studies and scenarios.

CUSMPF305A DEVELOP IMPROVISATION SKILLS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform simple musical improvisation in a chosen area.
Required Reading: No required text
Assessment: Assessment methods may include: observation of practice and/or performance, written or oral questioning, case studies and scenarios and portfolios.

CUSMPF401A REHEARSE MUSIC FOR GROUP PERFORMANCES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to rehearse for a group performance.
Required Reading: No required text
Assessment: Assessment method will include: observation, written or oral questioning, evaluation of documented discussion of time-management strategies with the candidate, samples of work plans for rehearsal and case studies.

CUSMPF402A DEVELOP AND MAINTAIN STAGECRAFT SKILLS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply a well-developed range of stagecraft skills during performances.
Required Reading: No required text
Assessment: Assessment methods may include: observation, written or oral questioning, discussion with candidate about personal career goals and the role stagecraft skills play in those and case studies.

CUSMPF404A PERFORM MUSIC AS PART OF A GROUP
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform music for an audience as part of a group. Performing in a group is a highly collaborative undertaking, so group members need well-developed interpersonal communication skills in addition to their technical and musicianship skills. They must support each other during performances and be willing to work together on improving the overall performance of the group.
Required Reading: No required text
Assessment: Assessment methods may include: observation, written or oral questioning on performance strategies, discussion of planning for group performances and case studies and scenarios.

CUSMPF405A DEVELOP INSTRUMENTAL TECHNIQUES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop instrumental technique across a range of performance repertoire. A commitment to well-planned and regular practice is essential, along with a willingness to act on feedback from colleagues and mentors.
Required Reading: No required text
Assessment: Assessment methods may include: - observation of practice or performance, written or oral questioning, self-evaluation sheets, simulation of a performance practice session and case studies and scenarios.

CUSMPF502A INCORPORATE INTERACTIVE TECHNOLOGY INTO PERFORMANCE
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to incorporate music technology into music performance as a creative tool designed to enhance performance outcomes. Musicians and artists working in this field need a sophisticated understanding of the fusion of music technology and music performance so that they can develop creative and innovative ways to exploit the potential of technology to enhance performances.
Required Reading: No required text
Assessment: Assessment methods may include: observation, written or oral questioning on performance strategies, discussion, case studies and scenarios.

CUSMPF503A PERFORM ACCOMPANIMENT
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform for audiences as an accompanist. High-level technical skills are required to ensure that the accompaniment matches and complements the performance of solo performers or groups, such as choirs. The ability to collaborate with and support performers during performances is essential.
Required Reading: No required text
Assessment: Assessment methods may include: observation, wrritten or oral questioning on performance strategies, discussion of planning for performances, relevant samples of artistic work, case studies and scenarios.

CUSMPF601A PRESENT A MUSIC PERFORMANCE
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to present music performances in all musical genres. The unit also describes the well-developed stagecraft skills and high-level technical and musicianship skills required to engage audiences, which will involve a wide range of repertoire in the area of specialisation.
Required Reading: No required text

Assessment: Assessment methods may include: observation of candidate presenting a music performance, self-evaluation sheets, case studies and scenarios.

CUSMPF602A MANAGE STAGECRAFT ASPECTS OF PERFORMANCES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and manage stagecraft aspects of performances. At this level, performers need to demonstrate leadership qualities before, during and after performances. Typically they are responsible for contributing ideas to the design of the overall look, feel and sound of performances in collaboration with other creative and production personnel, such as designers, directors, stage managers and musical directors. They are also responsible for ensuring that all aspects of stagecraft go according to plan during performances.
Required Reading: No required text
Assessment: Assessment methods may include: bservation of rehearsals or performances, self-evaluation sheets, written or oral questioning, samples of plans prepared on stagecraft aspects of performances and case studies.

CUSMPF603A REFINE PERFORMANCE TECHNIQUES AND EXPAND REPERTOIRE
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to expand repertoire and present an extended professional performance.
Required Reading: No required text
Assessment: Assessment methods may include: observation of practice or performances, process diary detailing practice planning, goals and strategies, written or oral questioning, self-evaluation sheets, samples of work plans, case studies and scenarios.

CUSMPF604A EXTEND IMPROVISATION TECHNIQUES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop high-level improvisation skills.
Required Reading: No required text
Assessment: Assessment methods may include: observation of performance where the candidate is performing an improvisation, written or oral questioning, relevant samples of artistic work, case studies and scenarios.

CUSMPF607A LEAD MUSIC REHEARSALS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to direct performers in rehearsals. This leadership role includes motivating others to give their best in performance. This involves applying a range of musicianship skills, such as understanding the performance capabilities of instruments and providing solutions to performance problems that arise during rehearsals and performances.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of rehearsal schedules and plans, observation, written or oral questioning, case studies and scenarios.

CUSOHS301A FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Locations: Footscray Nicholson, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to follow OHS policies and procedures in the entertainment and media industries. Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering a construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007). Achievement of the unit CPCCOHS1001A Work safely in the construction industry fulfils this requirement. The application of skills and knowledge specified in CPCCOHS1001A is covered in this unit.
Required Reading: No required text
Assessment: Asessement will include: assignments, classwork, tests, projects, case studies and/or presentations.

CUSSOU04A RECORD SOUND
Locations:TBC.
Prerequisites: Nil.
Description: Prepare to record sound; Record sound.
Required Reading:-
Assessment: As per accredited curriculum

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

CUSSOU09A MIX SOUND SOURCES
Locations: Footscray Nicholson, Industry, Sunbury.
Prerequisites: Nil.
Description: Evaluate and optimise the sound sources. Mix sound sources. Evaluate and obtain endorsement from relevant personnel.
Required Reading: No required text-
Assessment: Studio based practical assessments. Log book.

CUSSOU16A DEVELOP SOUND DESIGN
Locations: Footscray Nicholson, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: 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.
Required Reading: None-
Assessment: Project based, practical and written tasks

CUSSOU201A ASSIST WITH SOUND RECORDINGS
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to assist with sound recordings using a variety of recording equipment in a studio or live environment.
Required Reading: No required text
Assessment: Assessment methods may include: case studies, evaluation of a range of live, acoustic and/or sequenced recordings, observation and written or oral questioning.

CUSSOU202A MIX SOUND IN A BROADCASTING ENVIRONMENT
Locations: Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a broadcast studio panel.
Required Reading: No required text
Assessment: Assessment methods may include: observation, evaluation of authenticated audio recordings and written or oral questioning

CUSSOU22A IMPLEMENT SOUND DESIGN
Locations: Footscray Nicholson, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.
Required Reading:-
Assessment: Screen & Media/Interactive Media. Project based, practical and written tasks

CUSSOU301A PROVIDE SOUND REINFORCEMENT
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate sound reinforcement systems for live performances. The emphasis is on front-of-house speaker systems.
Required Reading: No required text
Assessment: Assessment methods may include: case studies and questioning, observation and/or video recordings of the candidate and written or oral questioning.

CUSSOU302A RECORD AND MIX A BASIC MUSIC DEMO
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake the technical side of making a basic music demo. There are two stages to the process making a multi-track recording of the music performance and then mixing the recording down to a stereo format. An ability to work collaboratively with musicians is essential, together with an ability to troubleshoot equipment problems.
Required Reading: No required text
Assessment: Assessment methods may include: observation or video recording of the candidate, evaluation of authenticated audio recordings and written or oral questioning.

CUSSOU303A SET UP AND DISASSEMBLE AUDIO EQUIPMENT
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install and disassemble sound equipment in a range of facilities.
Required Reading: No required text

Assessment: Assessment methods may include: case studies and questioning to assess candidate's understanding of OHS requirements, observation and/or video recordings of the candidate installing, testing and disassembling audio equipment and written or oral questioning.

CUSSOU401A RECORD SOUND
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to record sound, including the supervision of sound-recording operations.
Required Reading: No required text
Assessment: Assessment methods may include: - case studies to assess OHS, evaluation of a range of live, acoustic and/or sequenced recordings, observation and written or oral questioning.

CUSSOU403A PERFORM ADVANCED SOUND EDITING
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform advanced sound editing. This involves assessing the quality of original recorded sound against production requirements, determining the scope of the sound-editing project, preparing source materials for sound editing, editing sound in line with production requirements, and applying sound effects to enhance the final product.
Required Reading: No required text
Assessment: Assessment methods may include: observation, direct questioning combined with review of portfolios, case studies and scenarios.

CUSSOU405A MIX RECORDED MUSIC
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to mix music that has been recorded live or in a studio. This involves balancing all instrumentals, vocals and recorded/imported sounds, and adding effects. Knowledge of musical styles and mixing conventions is essential, along with highly developed aural-perception skills and the ability to communicate effectively with clients, performers and colleagues.
Required Reading: No required text
Assessment: Assessment methods may include: observation, direct questioning combined with review of portfolios, authenticated recordings of music mixed by the candidate and case studies and scenarios.

CUSSOU501A DEVELOP SOUND DESIGNS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop sound designs from production briefs. Thorough understanding of the physical nature of sound is essential, along with research and creative-thinking skills to develop a range of options in response to design briefs.
Required Reading: No required text
Assessment: Assessment methods may include: observation and evaluation of sound designs and recordings, written or oral questioning and case studies.

CUSSOU502A PRODUCE SOUND RECORDINGS
Locations: Footscray Nicholson.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to produce a musical recording.
Required Reading: No required text
Assessment: Assessment methods may include: observation of a recording session, written or oral questioning, authenticated musical recordings and samples of project plans prepared by the candidate and case studies and scenarios.

CUSSOU503A IMPLEMENT SOUND DESIGNS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement sound designs. Thorough understanding of a wide range of sound equipment and sound effects is required, along with the ability to supervise others, including sound mixers, sound editors and other studio technicians. The ability to solve problems that arise in the context of implementing sound designs is essential.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of sound aspects of productions implemented, written or oral questioning, case studies, and authenticated recordings of productions where the candidate implemented sound designs.

CUSSOU504A CREATE A FINAL SOUND BALANCE
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create a final sound balance for a production. Thorough understanding of a wide range of sound equipment and techniques for mixing and recording sound is required, along with the ability to supervise others, including engineers, sound mixers, sound editors and other studio technicians. The ability to solve problems that arise in the context of creating a final sound balance is essential.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of final sound balances, written or oral questioning, case studies and authenticated recordings of productions.

CUSSOU505A COMPILE MUSIC FOR SOUNDTRACKS
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to integrate musical elements into soundtracks for screen productions. An excellent ear for music and a broad knowledge of music styles are essential, along with good interpersonal communication skills, since music editors are sometimes called upon to help smooth out differences between composers and directors.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of the quality of music soundtracks compiled by candidate, oral questioning and case studies or scenarios.

CUSSOU602A MANAGE PRODUCTION OF SOUND RECORDINGS
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage the production of sound recordings. Well-developed planning and organisational skills are required, along with an ability to work collaboratively and creatively in a leadership role with those who contribute to the production of sound

recordings, e.g. artists, performers, producers and sound specialists.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of sound recordings, written or oral questioning, case studies and observation or video/audio recordings of production.

CUSWRT501A WRITE ABOUT MUSIC
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to write about a range of music-related topics.
Required Reading: No required text
Assessment: Assessment methods may include: evaluation of content written on range of briefs, written or oral questioning, case studies and scenarios. Professional Writing - Graded assessment

CUVADM10A RESEARCH AND UTILISE REVENUE AND FUNDING OPPORTUNITIES
Prerequisites: Nil.
Description: Determine potential revenue opportunities;Evaluate potential revenue sources;Establish and maintain relationships associate with potential revenue sources;Implement strategies to enhance revenue;Evaluate revenue opportunities.
Required Reading:-
Assessment: Project based and practical assessment

CUVADM12A WORK WITH ARTS PROFESSIONALS IN AN ARTS ORGANISATION
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to communicate effectively with a range of arts professionals in the context of an arts organisation. It describes the role of the arts administrator or manager in working with a broad range of arts professionals.
Required Reading:-
Assessment: Project based and practical assessment

CUVADM13A RESEARCH AND CRITIQUE CULTURAL WORKS
Prerequisites: Nil.
Description: Research context of cultural work(s);Link research to cultural work(s);Present critique;Update and maintain knowledge of trends related to domain of cultural work(s).
Required Reading:-
Assessment: Project based and practical assessment

CUVCON06A DEVELOP CONCEPTS FOR ARTS ORGANISATIONS OR PROJECTS
Prerequisites: Nil.
Description: Clarify context for the concept;Generate concept;Consult on concept;Adjust and refine concept;Develop concept to pre-operational stage.
Required Reading:-
Assessment: Project based and practical assessment

CUVCOR04B ORIGINATE CONCEPT FOR OWN WORK AND CONDUCT CRITICAL DISCOURSE
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to originate the

concept and conduct critical discourse about the concept for own work. The concept encompasses ideas, form and context for the work. The unit includes the need for research and analysis of ideas and references, plus the creation of innovative concepts. It also includes a requirement for critical and informed discourse with others about one's own work. This unit both encompasses and goes beyond unit CUVCOR03B Develop, refine and communicate concept for own work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUVCOR08B PRODUCE DRAWINGS TO REPRESENT AND COMMUNICATE THE CONCEPT

Locations: Footscray Nicholson, Industry, City Flinders, St Albans, VETiS.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce drawings which represent and communicate the concept. This is a core unit which complements all the specialisation units. It is different from the drawing specialisation units which focus on drawing as an art form. This unit goes beyond the scope of CUVCOR07B Use drawing techniques to represent the object or idea in terms of the complexity of techniques and representation. This work would usually be carried out under supervision.
Required Reading: No Required Reading
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance - evaluation of websites where content has been updated by the candidate on a regular basis - written or oral questioning to test knowledge of internet protocols, data types and W3C Accessibility standards relevant to text and images.

CUVCOR09B SELECT AND APPLY DRAWING TECHNIQUES AND MEDIA TO REPRESENT AND COMMUNICATE THE CONCEPT

Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop drawings which represent and communicate the concept. This is a core unit which complements all the specialisation units. It is different from the drawing specialisation units which focus on drawing as an art form. This unit goes beyond the scope of CUVCOR07B Use drawing techniques to represent the object or idea and CUVCOR08B Produce drawings to represent and communicate the concept in terms of the complexity of skill requirement, use of techniques and sophistication of representation. This work would usually be carried out under supervision. This is a core unit which underpins many other specialisation units.
Required Reading: No required text
Assessment: Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge and skills and might include: - Direct observation of drawings in progress, including exploration of and experimentation with techniques and materials - Completion of an visual art journal and/or portfolio which demonstrate observational and conceptual drawing skills Assessment - Folio of drawings - Visual Diary

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

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Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to source information on history and theory and to apply that information to one's own area of work. This unit is introductory in nature and provides underpinning skills and knowledge for all areas of arts practice.
Required Reading: No required text
Assessment: Projects, case studies, written and verbal reports.

CUVCOR13B RESEARCH AND CRITICALLY ANALYSE HISTORY AND THEORY TO INFORM ARTISTIC PRACTICE

Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to research and analyse history and theory for application to artistic practice. The unit includes the need for critical analysis of information, and the challenging of different points of view to inform personal work. As such the unit goes beyond the skills and knowledge included in CUVCOR11B Source information on history and theory and apply to own area of work and CUVCOR12B Review history and theory for application to artistic practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No text required
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUVCRS04A PRODUCE TECHNICAL DRAWINGS

Prerequisites: Nil.
Description: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce technical drawings. It outlines the ways technical drawing can be applied to a range of contexts where visual representation is required.
Required Reading:-
Assessment: As per accredited curriculum

CUVCRS05A USE TYPOGRAPHY TECHNIQUES FOR DESIGN WORK

Prerequisites: Nil.
Description: The purpose of this unit is to provide students with skills and knowledge required to develop and refine a range of techniques to produce typographic solutions.
Required Reading:-
Assessment: As per accredited curriculum

CUVCRS11A SELECT AND PREPARE WORK FOR EXHIBITION

Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to select and prepare work for display or exhibition. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context.
Required Reading:-

CUVCRS16A PREPARE TEXT AND GRAPHICS FILES FOR PRINT PROCESSING

Prerequisites: Nil.
Description: The purpose of this unit is to provide students with skills and knowledge required to prepare electronic files for pre-press processing.

Assessment:As per accredited curriculum

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

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

CUVDSP15A RESEARCH AND APPLY TECHNIQUES FOR APPLICATION TO SPATIAL DESIGN
Locations:Footscray Nicholson, Industry.
Prerequisites:Nil.
Description:Interpret the brief for the spatial design;Organise resources for spatial design;Test design approaches for spatial design;Fabricate a model or aspect of the design.
Required Reading:-
Assessment:Project based and practical assessment

CUVVSP11A APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES
Locations:City Flinders.
Prerequisites:Nil.
Description:This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of digital images. As such the unit covers general knowledge and the application of basic techniques, which would generally be nominated by the supervisor. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under supervision.
Required Reading:-
Assessment:This unit will be assessed in relation to work placement within the Level 17 Artspace and as part of classroom projects requiring written/oral presentations demonstrating skills and knowledge including: - production of digital images which demonstrate a command of nominated techniques and which reflect the concept - general knowledge of materials and equipment used in digital imaging work - developmental work

CUVVSP12A PRODUCE DIGITAL IMAGES
Locations:City Flinders.
Prerequisites:Nil.
Description:This unit describes the skills and knowledge required to produce digital images through the exploration and application of a range of techniques, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.
Required Reading:-
Assessment:As per accredited curriculum Assessment may incorporate a range of

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

CUVVSP34B APPLY TECHNIQUES TO PRODUCE PAINTINGS
Prerequisites:Nil.
Description:This unit describes the skills and knowledge required to use techniques, materials and equipment for the production of paintings. As such the unit covers general knowledge and the application of basic techniques, which would generally be nominated by the supervisor. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under supervision.
Required Reading:-

CUVVSP35B PRODUCE PAINTINGS
Prerequisites:Nil.
Description:This unit describes the skills and knowledge required to produce paintings through the exploration and application of a range of techniques, tools, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.
Required Reading:-

CUVVSP36B RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PAINTINGS
Prerequisites:Nil.
Description:This unit describes the skills and knowledge required to research and experiment with various techniques and media for the realisation of paintings. It outlines the way paintings are produced through the use of experimentation and ongoing refinement. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.
Required Reading:-

CUVVSP45B PRODUCE PRINTS
Prerequisites:Nil.
Description:This unit describes the skills and knowledge required to produce prints through the exploration and application of a range of techniques, tools, equipment and materials. As such the range of techniques could be quite varied and broad in nature. It is a specialisation unit and refers to a specific art form. This work would usually be carried out under limited supervision.
Required Reading:-

CUVVSP46B RESEARCH AND EXPERIMENT WITH TECHNIQUES TO PRODUCE PRINTS
Prerequisites:Nil.
Description:This unit describes the skills and knowledge required to research and experiment with various techniques and media for the realisation of prints. It outlines the way prints are produced through the use of experimentation and ongoing refinement. It is a specialisation unit and refers to a specific art form. This work would usually be carried out independently, although guidance would be available if required.
Required Reading:-

ICAA5044B DESIGN PLAN

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to specify the hardware, network, software and infrastructure required to support the system.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5045B PRODUCE NETWORK ARCHITECTURE DESIGN

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to specify the design of the required network architecture.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5054C VALIDATE QUALITY AND COMPLETENESS OF SYSTEM DESIGN SPECIFICATIONS

Locations: Werribee, Footscray Park, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to check the system specifications against outcomes and quality standards. System quality may refer to the network system, a program or a project.
Required Reading: Microsoft Official Course 2009 6425A Configuring and troubleshooting Windows Server 2008 Micosoft Press Microsoft Official Course 2009 6430A Planning and Administering Windows Server2008 Micosoft Press Microsoft Official Course 2009 6420A Fundamentals of Windows Server 2008 Network and Applications Infrastructure Micosoft Press Mark Ciampa 2009 CWSP Guide to Wireless Security Thomson Course Technology Mark Ciampa 2009 Security+ guide to Network Security Thomson Course Technology
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5056B PREPARE DISASTER RECOVERY AND CONTINGENCY PLANS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning for the project.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5141B DESIGN DYNAMIC WEBSITES TO MEET TECHNICAL REQUIREMENTS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to produce a plan that analyses specified technical requirements and then designs, builds and tests a dynamic website so that it meets those technical requirements.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5145B IDENTIFY BEST-FIT TOPOLOGY FOR A WIDE AREA NETWORK

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to identify the best way computers and local area networks (LANs) can be connected to make a wide area network (WAN).
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5146B DEVELOP WEBSITE INFORMATION ARCHITECTURE

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to develop information architecture for a complex website that meets current and future business requirements.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA5158B TRANSLATE BUSINESS NEEDS INTO TECHNICAL REQUIREMENTS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to identify the needs of a business or business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6052B DESIGN AN IT SECURITY FRAMEWORK

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to evaluate IT security requirements for a new system and to plan for controls and contingencies.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAA6053B DESIGN SYSTEM SECURITY AND CONTROLS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to design the controls that ensure the organisational system is secure from both a legal and business perspective.

Required Reading:-

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

ICAB4136A USE STRUCTURED QUERY LANGUAGE TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB4169B USE DEVELOPMENT SOFTWARE AND IT TOOLS TO BUILD A BASIC WEBSITE

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to build a basic website that is consistent with design and technical requirements, and business expectations.
Required Reading: No required text
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. 22051VIC Diploma of Business (Public Relations) Assessment method will include skills test and practical applications.

ICAB5068B BUILD USING RAPID APPLICATION DEVELOPMENT

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to build using rapid application development (RAD) tools.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5160B BUILD AND CONFIGURE A SERVER

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to build, configure and test a server.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5223B APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to undertake intermediate-level programming tasks using an object-oriented programming language

Required Reading:-

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

ICAB5226B APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to undertake advanced programming tasks using an object-oriented programming language.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5227B APPLY ADVANCED PROGRAMMING SKILLS IN ANOTHER LANGUAGE

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to undertake advanced programming tasks using a selected choice of another programming language. The second language may be an object-oriented language.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5228B MAINTAIN FUNCTIONALITY OF LEGACY CODE PROGRAMS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to maintain the functionality of legacy code programs.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5230B MAINTAIN CUSTOM SOFTWARE

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to maintain software so that it continues to meet client user requirements.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5237B BUILD A HIGH PERFORMANCE SECURITY PERIMETER

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to build high-level security and network functionality into a network by configuring a firewall appropriately.
Required Reading:-
Assessment: One or more of the following: written assignment, written test,

simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAB5238B BUILD A HIGHLY SECURE FIREWALL
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to build high performance failure resistant security perimeters.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAD4209B WRITE CONTENT FOR WEB PAGES
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to write concise, clear and relevant content for web pages on behalf of a client. The following units are linked and form an appropriate cluster: ICAA4142C Design a website to meet technical requirements ICAW4027B Relate to clients on a business level ICAI4189B Ensure website content meets technical protocols and standards ICAT4194B Ensure basic website security ICAT4195B Ensure dynamic website security No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

ICADBS403A CREATE BASIC DATABASES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design a database to meet a specification.
Required Reading: No text required.
Assessment: Evidence of the ability to: - research client requirements for a database solution - design a database that meets client requirements - create a database on a web hosting service to meet client requirements by a due date.

ICAGAM402A IDENTIFY AND APPLY PRINCIPLES OF GAMES DESIGN AND GAME PLAYING
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and apply principles of games design and game playing.
Required Reading: No text required.
Assessment: Evidence of the ability to: - differentiate game genres - differentiate game design and play principles.

ICAGAM404A APPLY ARTIFICIAL INTELLIGENCE IN GAME DEVELOPMENT
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to incorporate the principles of artificial intelligence (AI) into a game.
Required Reading: No text required.

Assessment: Evidence of the ability to: - demonstrate an understanding of a broad knowledge base of AI strategies - design and implement AI strategies in a game.

ICAI3101A INSTALL AND MANAGE A NETWORK
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI4097A INSTALL AND CONFIGURE A NETWORK
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to plan and carry out the installation or network hardware and software and initial configuration according to organisational guidelines.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI5098B INSTALL AND MANAGE COMPLEX NETWORKS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to ensure that the system is operational prior to hand over for client use.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI5100B BUILD AN INTERNET INFRASTRUCTURE
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to design and implement an infrastructure for internet services.
Required Reading: -
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI5152B IMPLEMENT RISK MANAGEMENT PROCESSES
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to implement procedures that identify, analyse, evaluate and monitor risks involving ICT systems and technology. This includes the development and management of contingency plans.
Required Reading: -

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

ICAI5176B INSTALL AND CONFIGURE ROUTER

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to install and configure a router to a basic level.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI5197B INSTALL AND MAINTAIN VALID AUTHENTICATION PROCESSES

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to develop, install and maintain an authentication processes.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAI6187B IMPLEMENT CHANGE MANAGEMENT PROCESSES

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Plan IT system changes; Identify technology system change needs; Implement change; Monitor and review implementation.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAICT101A OPERATE A PERSONAL COMPUTER

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate a personal computer (PC) in a home or small office environment.
  This entry level unit provides the learner with information technology (IT) literacy skills in setting up a personal computer, accessing files with application programs, sending and retrieving emails, using the internet, using peripheral devices, such as printers, scanners, webcams and data projectors, applying basic security procedures and power-management settings, and backing up and shutting down a personal computer.
Required Reading: No text required.
Assessment: Evidence of the ability to: - use hardware and software - navigate around the desktop - use system features to perform tasks - save results of work.

ICAICT102A OPERATE WORD-PROCESSING APPLICATIONS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate word-processing applications and perform basic operations, including creating and formatting documents, creating tables and printing labels.

Required Reading: No text required.
Assessment: Evidence of the ability to: - follow OHS requirements - create, open and retrieve documents - customise basic settings - format documents - create tables - add text, objects and images - save and print documents.

ICAICT104A USE DIGITAL DEVICES

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use digital devices in a home or small office environment.
Required Reading: No text required.
Assessment: Evidence of the ability to: - use a digital device - use menu features and navigate around a GUI interface - use device features to perform tasks - save results of work.

ICAICT105A OPERATE SPREADSHEET APPLICATIONS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate spreadsheet applications and perform basic operations, including creating and formatting spreadsheet data, incorporating charts and objects, and customising and printing spreadsheets.
Required Reading: No text required.
Assessment: Evidence of the ability to: - create spreadsheets - customise basic settings - format spreadsheets - create basic formulas - work with objects and charts in spreadsheets - save and print spreadsheets.

ICAICT106A OPERATE PRESENTATION PACKAGES

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate presentation applications and perform basic operations, including creating, formatting and adding effects to presentations.
Required Reading: No text required.
Assessment: Evidence of the ability to: - create, format and prepare presentations for distribution and display - customise basic settings - add slide show effects.

ICAICT107A USE PERSONAL PRODUCTIVITY TOOLS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use the features and components of a personal productivity tool, including personal digital assistants (PDAs) or computerised personal organisers.
Required Reading: No text required.
Assessment: Evidence of the ability to: - use the calendar of the personal productivity tool to schedule events and appointments - create, edit and delete contacts - use the additional features of a particular personal productivity tool.

ICAICT108A USE DIGITAL LITERACY SKILLS TO ACCESS THE INTERNET

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to safely and securely use the internet to undertake basic interactive communication. It involves a working knowledge of current industry standard technologies and the ability to apply these technologies to a number of digital

literacy situations.
Required Reading: No text required.
Assessment: Evidence of the ability to: - connect to and access the internet - send and receive emails - secure internet access and email communications - use search tools to locate information or content - research and select appropriate websites - undertake online interactions - make an informed assessment of the accuracy, currency, authority and reliability of the site and information located.

ICAICT201A USE COMPUTER OPERATING SYSTEMS AND HARDWARE
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to select, configure and use computer operating systems and basic computer hardware.
Required Reading: No text required.
Assessment: Evidence of the ability to: - use an operating system in a variety of scenarios and across functions, including: - scheduling, loading, initiating, and supervising the execution of programs - allocating storage - initiating and controlling input and output operations - handling errors - identify and install suitable hardware components - install and upgrade application software.

ICAICT202A WORK AND COMMUNICATE EFFECTIVELY IN AN IT ENVIRONMENT
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to work and communicate effectively within organisational policies and governance arrangements using information technology (IT) systems, equipment and software.
Required Reading: No text required.
Assessment: Evidence of the ability to: - process internal and external requests according to organisational policies and requirements and - respond promptly to client enquiries and requests from colleagues.

ICAICT204A OPERATE A DIGITAL MEDIA TECHNOLOGY PACKAGE
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify, select and use a digital media package and supporting technologies.
Required Reading: No text required.
Assessment: Evidence of the ability to: - identify basic requirements of a design brief - use digital media package to meet organisational requirements - use OHS principles and responsibilities for ergonomics, such as work periods and breaks - use help manuals and online help when appropriate - use digital media technologies to support design brief requirements.

ICAICT205A DESIGN BASIC ORGANISATIONAL DOCUMENTS USING COMPUTING PACKAGES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to produce basic organisational documents using application software within organisational guidelines, procedures and policies.
Required Reading: No text required.

Assessment: Evidence of the ability to: - access and employ a range of features of presentation software applications to produce a workplace document - develop several workplace documents with minimal instruction on their design from end user or supervisor.

ICAICT206A INSTALL SOFTWARE APPLICATIONS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to select, install or upgrade basic commercial software applications.
Required Reading: No text required.
Assessment: Evidence of the ability to: - install software applications through operating system instructions - configure computer to accept new software or upgrade - carry out testing and acceptance according to corporate guidelines.

ICAICT207A INTEGRATE COMMERCIAL COMPUTING PACKAGES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manipulate, convert and integrate data between two or more different commercial software applications.
Required Reading: No text required.
Assessment: Evidence of the ability to: - select appropriate software and file formats - create mailing list and merge with another document - manipulate, convert and integrate data between commercial application software following organisational procedures.

ICAICT211A IDENTIFY AND USE BASIC CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use industry-specific technologies to meet identified industry standards.
Required Reading: No text required.
Assessment: Evidence of the ability to: - identify basic new and emerging industry-specific technologies - use basic features and functions of identified industry-specific technologies to an industry standard.

ICAICT301A CREATE USER DOCUMENTATION
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create user documentation that is clear to the target audience and easy to navigate.
Required Reading: No required text
Assessment: Evidence of the ability to create user documentation that: -meets business requirements -caters for a diverse readership -is clear to the target audience - is easy to navigate.

ICAICT302A INSTALL AND OPTIMISE OPERATING SYSTEM SOFTWARE
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit defines the performance outcomes, skills and knowledge required to install operating system (OS) software and to make adjustments as a means of optimising the system to accommodate business and client needs.

Required Reading: No required text

Assessment: Evidence of the ability to: -install, configure and test an operating system to improve system performance with minimum disruption to clients.

ICAICT303A CONNECT INTERNAL HARDWARE COMPONENTS

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to modify and connect system hardware components according to client and user requirements.
Required Reading: No required text
Assessment: Evidence of the ability to: -identify and categorise the different types of internal hardware components -modify system's hardware to meet client requirements -plan the modification and connect internal hardware components according to vendor and technical specifications -install components across a variety of situations and account for unexpected contingencies.

ICAICT304A IMPLEMENT SYSTEM SOFTWARE CHANGES

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement system software changes and to hand over the modified system to the client's operational area.
Required Reading: No required text
Assessment: Evidence of the ability to: -evaluate, document and implement changes to the system with minimum disruption to the system and client users.

ICAICT305A IDENTIFY AND USE CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use specific industry technologies to meet identified industry standards. The unit emphasises the importance of constantly reviewing and demonstrating work processes, skills and techniques to ensure that the quality of the entire business process is maintained at the highest level possible through the appropriate application of industry-specific technologies.
Required Reading: No required text
Assessment: Evidence of the ability to: -identify new and emerging industry-specific technologies -use features and functions of identified industry-specific technologies to an industry standard level.

ICAICT306A MIGRATE TO NEW TECHNOLOGY

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use upgraded technology. It includes testing and evaluating new technologies to improve the organisation's performance.
Required Reading: No required text
Assessment: Evidence of the ability to: -identify new and emerging technology in IT -conduct testing and evaluate new equipment for the benefit of the organisation -use features and functions of new technologies, including software and equipment.

ICAICT307A CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS

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

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse, design, implement and review the customisation of packaged software applications, using simple programming constructs.
Required Reading: No required text
Assessment: Evidence of the ability to: -identify and document client requirements to customise software applications -design software applications -analyse, implement and review customised software applications -produce documentation for client.

ICAICT308A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use computer applications employing advanced features. It involves manipulating data and accessing support resources to solve routine problems.
Required Reading: No required text
Assessment: Evidence of the ability to: -use at least three computer applications employing advanced features and import and export capacities for efficiency and productivity purposes -solve routine problems using support resources.

ICAICT401A DETERMINE AND CONFIRM CLIENT BUSINESS REQUIREMENTS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine client business requirements and verify the accuracy of the information gathered.
Required Reading: No text required.
Assessment: Evidence of the ability to: use investigative techniques to interview and document   produce a clear statement of business expectations and needs, including critical business requirements.

ICAICT408A CREATE TECHNICAL DOCUMENTATION

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to create technical documentation that is clear to the target audience and easy to navigate.
Required Reading: No text required.
Assessment: Evidence of the ability to: -   establish customer needs -   design and develop technical documentation, such as system, procedures, training material and user guides, incorporating appropriate standards -   update document with client feedback -   prepare documentation for publication.

ICAICT409A DEVELOP MACROS AND TEMPLATES FOR CLIENTS USING STANDARD PRODUCTS

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop macros and templates for clients using industry-recognised software applications.
Required Reading: No required text
Assessment: Evidence of the ability to: -develop a variety of macros and templates using at least two industry-recognised application packages.

ICAICT418A CONTRIBUTE TO COPYRIGHT, ETHICS AND PRIVACY IN AN IT ENVIRONMENT

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain professional and ethical conduct as well as to ensure that personal information of stakeholders is handled in a confidential and professional manner when dealing with stakeholders in an information technology (IT) environment.
Required Reading: No required text.
Assessment: Evidence of the ability to: - analyse legislation and standards relating to professional conduct and privacy in the IT industry - contribute to the development of a code of ethics and monitor the workplace to ensure code of ethics is being applied and is appropriate - contribute to the development of a privacy policy and monitor the workplace to ensure the policy is being applied and is appropriate.

ICAICT511A MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to maintain professional and ethical conduct as well as to ensure that personal information of stakeholders is handled in a confidential and professional manner when dealing with stakeholders in an information technology (IT) environment.
Required Reading: No text required.
Assessment: Evidence of the ability to: - analyse legislation and standards relating to professional conduct and privacy in the IT industry - contribute to the development of a code of ethics and monitor the workplace to ensure code of ethics is being applied and is appropriate - contribute to the development of a privacy policy and monitor the workplace to ensure the policy is being applied and is appropriate.

ICAICT514A IDENTIFY AND MANAGE THE IMPLEMENTATION OF CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and manage the implementation of specific industry technologies to meet identified industry standards.
Required Reading: No text required.
Assessment: Evidence of the ability to: - manage the implementation of new and emerging industry-specific technologies - analyse and critically evaluate features and functions of identified industry-specific technologies to an industry standard.

ICAICT609A LEAD THE EVALUATION AND IMPLEMENTATION OF CURRENT INDUSTRY-SPECIFIC TECHNOLOGIES

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to lead the identification, management and implementation of specific industry technologies to meet identified industry standards.

Required Reading: No text required.
Assessment: Evidence of the ability to: - lead the implementation of new and emerging industry-specific technologies - undertake analysis and critically evaluate features and functions of identified industry specific technologies to an in-depth industry standard.

ICAITU006B OPERATE COMPUTING PACKAGES

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans, Certificate III in Mumgu-dhal tyama-tiyt - St Albans only.
Prerequisites: Nil.
Description: This unit defines the competency required to identify, select and correctly operate desktop applications for a range of purposes.
Required Reading: The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL

Locations: Footscray Nicholson, Werribee, Melton, Sunshine, City Flinders, St Albans, 21793VIC Certificate IV in Liberal Arts/21794VIC Diploma of Liberal Arts: City Flinders, Footscray Nicholson, Melton and Werribee only..
Prerequisites: Nil.
Description: Access the internet; Search the internet; Send and organise messages; Create an address book.
Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICANWK301A PROVIDE NETWORK SYSTEMS ADMINISTRATION

Locations: Footscray Nicholson, Industry, Sunshine, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to technically manage elements of a network, including contributing to disaster recovery plan.
Required Reading: No required text
Assessment: Evidence of the ability to: -sustain the operation of the network through maintenance of network integrity and perform diagnostic tests -contribute to the formulation of a disaster recovery plan and provide the client with an optimised network that complies with organisational guidelines -improve network and systems efficiency according to organisational guidelines -provide appropriate access to the network for users -maintain, limit or enhance user access according to authorised requests.

ICANWK302A DETERMINE AND ACTION NETWORK PROBLEMS

Locations: Footscray Nicholson, Industry, Sunshine, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to document network-related problems, determine the resources required, solve the client problem or escalate the problem to a new support level.
Required Reading: No required text
Assessment: Evidence of the ability to: -document network-related problems and determine the required resources -solve client problems or escalate the problem

according to organisational guidelines -maintain the network with minimal disruption to clients.

ICANWK303A CONFIGURE AND ADMINISTER A NETWORK OPERATING SYSTEM

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to create the network configuration required by a client and to set up and use administrative tools to manage the network.
Required Reading: No required text
Assessment: Evidence of the ability to: -use network administrative tools to carry out system administration tasks -manage the network file system -create the network configuration required by the client -provide user services and user accounts -provide backup and service restoration capability.

ICANWK304A ADMINISTER NETWORK PERIPHERALS

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage an environment of networked peripheral devices, in order to provide services to client users.
Required Reading: No required text
Assessment: Evidence of the ability to: -plan and install peripherals, and connect to network and test operation -manage the use of peripheral services with workstations -maintain networked peripherals according to a maintenance schedule -rectify faulty peripheral services or devices.

ICANWK305A INSTALL AND MANAGE NETWORK PROTOCOLS

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install and manage network protocols in a networking environment.
Required Reading: No required text
Assessment: Evidence of the ability to: -configure, test and validate network protocols in order to facilitate interconnectivity -install and manage network protocols in a network, and troubleshoot when problems arise.

ICANWK401A INSTALL AND MANAGE A SERVER

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install and manage a server. Server management includes initial configuration and testing as well as ongoing administration and troubleshooting. Server management includes initial configuration and testing, ongoing administration, software distribution and updates, profiling and monitoring servers and troubleshooting.
Required Reading: No text required.
Assessment: Evidence of the ability to: -   install and configure server -   configure network connectivity -   manage the server operating system, including user accounts, file, network directory and print services -   perform backup and recovery -   update operating system and software -   monitor and test server -   troubleshoot server and network failures. Candidates should demonstrate competency in at least two different network operating systems.

ICANWK402A INSTALL AND CONFIGURE VIRTUAL MACHINES FOR SUSTAINABLE ICT

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement virtualisation technologies with the goal of providing a more sustainable information and communications technology (ICT) environment.
Required Reading: No text required.
Assessment: Evidence of the ability to: -   display knowledge of current sustainability practice related to ICT network design -   develop, implement and maintain virtual machine environments.

ICANWK405A BUILD A SMALL WIRELESS LOCAL AREA NETWORK

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to build and arrange connectivity to a basic wireless local area network (WLAN).
Required Reading: No required text
Assessment: Evidence of the ability to: -   develop, implement and maintain wireless networks -   install, configure and test wireless access points - test security and network to business specifications -   develop user training material -   monitor and resolve wireless network issues.

ICANWK501A PLAN, IMPLEMENT AND TEST ENTERPRISE COMMUNICATION SOLUTIONS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage deployment and administration of an enterprise messaging environment and enterprise-wide content management and collaboration tools.
Required Reading: No text required.
Assessment: Evidence of the ability to: -   design and implement an enterprise mail system - design and implement an enterprise web portal or content management system -   design and implement business collaboration tools -   configure network, servers and application software to provide optimal performance, meet security requirements and avoid known conflicts -   configure applications to meet customisation requirements - monitor and test the performance of aspects of the solution.

ICANWK502A IMPLEMENT SECURE ENCRYPTION TECHNOLOGIES

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to ensure secure encryption is selected, implemented and monitored in an information and communications technology (ICT) network, either locally or both.
Required Reading: No text required.
Assessment: Evidence of the ability to: -   analyse enterprise data security requirements -   create new or review existing security plan to determine the appropriate encryption methods -   rank and document appropriate encryption methods -   implement encryption systems informing users of any affects - monitor and document encryption issues and compromises notifying appropriate person.

ICANWK504A DESIGN AND IMPLEMENT AN INTEGRATED SERVER SOLUTION

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to carry out the design and implementation of an integrated server solution to enable multiple operating system platforms to co-exist on the same network.
Required Reading: No text required.
Assessment: Evidence of the ability to: - produce design documents to integrate multiple server operating systems for authentication, file sharing and security - install and configure the integrated solution, according to the produced design - monitor and test the solution - troubleshoot integration problems.

ICANWK505A DESIGN, BUILD AND TEST A NETWORK SERVER

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design, install and test a server in a complex network environment.
Required Reading: No text required.
Assessment: Evidence of the ability to: - produce design report for a server (or servers) with complex user and network service requirements - install and configure the server according to the produced design - monitor and test the server - troubleshoot server and network failures - configure a wide range of server network and security services, including DNS, DHCP, web and proxy, mail, FTP and firewall.

ICANWK506A CONFIGURE, VERIFY AND TROUBLESHOOT WAN LINKS AND IP SERVICES IN A MEDIUM ENTERPRISE NETWORK

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use appropriate tools, equipment, software and protocols to install, operate, and troubleshoot medium enterprise switches.
Required Reading: No text required.
Assessment: Evidence of the ability to: - plan and prepare for the WAN link installation task - install and configure WAN links - configure and troubleshoot the following IP services: o NAT o DHCP o ACLs - configure and troubleshoot ADSL links - configure and troubleshoot VPNs.

ICANWK507A INSTALL, OPERATE AND TROUBLESHOOT MEDIUM ENTERPRISE ROUTERS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use appropriate tools, equipment, software and protocols to install, operate and troubleshoot medium enterprise routers.
Required Reading: No text required.
Assessment: Evidence of the ability to: - plan and prepare for the installation of an enterprise router - design a classless IP addressing scheme to suit requirements - install, configure and test the network elements to ensure interoperability within the network - apply network topologies, routing protocols and security issues - apply solutions and troubleshoot defined network problems.

ICANWK508A INSTALL, OPERATE AND TROUBLESHOOT MEDIUM ENTERPRISE SWITCHES

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use appropriate tools, equipment, software and protocols to install, operate, and troubleshoot medium enterprise switches.
Required Reading: No text required.
Assessment: Evidence of the ability to: - prepare for the installation of an enterprise switch - install, configure and test the network elements to ensure interoperability within the network - apply network topologies, protocols and security issues - apply solutions and troubleshoot defined network problems.

ICANWK509A DESIGN AND IMPLEMENT A SECURITY PERIMETER FOR ICT NETWORKS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to build a high performance, high security, failure resistant security perimeter for an enterprise information and communications technology (ICT) network.
Required Reading: No text required.
Assessment: Evidence of the ability to: - identify threats to perimeter security - develop design for a secure perimeter - deploy perimeter to meet security requirements - design and configure advanced features of perimeter devices to provide additional services - design and configure an integrated VPN solution - conduct exhaustive testing of perimeter.

ICANWK516A DETERMINE BEST-FIT TOPOLOGY FOR A LOCAL NETWORK

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to determine the most appropriate way of networking computers to meet user needs and business requirements.
Required Reading: No text required.
Assessment: Evidence of the ability to: - analyse business or organisational needs - identify the most appropriate LAN, VPN or WLAN topology - document the recommendation.

ICANWK525A CONFIGURE AN ENTERPRISE VIRTUAL COMPUTING ENVIRONMENT

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement virtualisation technologies with the goal of providing a more sustainable information and communications technology (ICT) environment.
Required Reading: No text required.
Assessment: Evidence of the ability to: - install, configure and test virtual machines - manage environmental requirements - install and use software tools.

ICANWK529A INSTALL AND MANAGE COMPLEX ICT NETWORKS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install and manage enterprise-wide information and communications

technology (ICT) networks.

Required Reading: No text required.

Assessment: Evidence of the ability to: - design and implement a complex network that involves integrating multiple network services to meet business requirements - design and implement an appropriate security strategy for a complex network - monitor and test the performance of aspects of the solution - provide ongoing management and support of the network.

ICANWK601A DESIGN AND IMPLEMENT A SECURITY SYSTEM

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use software tools, equipment and protocols to implement a security system.

Required Reading: No text required.

Assessment: Evidence of the ability to: - evaluate network security system threats and requirements - mitigate attacks and configure firewalls - design and implement network security systems - implement VPN using SDM.

ICANWK602A PLAN, CONFIGURE AND TEST ADVANCED SERVER BASED SECURITY

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to implement advanced server security using secure authentication and network services on a network server.

Required Reading: No text required.

Assessment: Evidence of the ability to: - identify network service security vulnerabilities and appropriate controls - plan, design and configure a secure network authentication service - secure a wide range of network services to ensure server and data security including: DNS, web and proxy, mail, FTP and firewall - implement cryptographic techniques - monitor the server for security breaches.

ICANWK606A IMPLEMENT VOICE APPLICATIONS OVER SECURE WIRELESS NETWORKS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use network tools, equipment, software and protocols to design and use voice applications over a wireless local area network (WLAN).

Required Reading: No text required.

Assessment: Evidence of the ability to: - produce voice over wireless architecture requirements - evaluate, design and implement voice applications over WLAN - use network tools to configure and test wireless infrastructure and applications.

ICANWK609A CONFIGURE AND MANAGE INTRUSION PREVENTION SYSTEM ON NETWORK SENSORS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use appropriate tools, equipment and software to implement an intrusion prevention system (IPS) on IPS sensors to mitigate network attacks.

Required Reading: No text required.

Assessment: Evidence of the ability to: - evaluate IPS requirements and configure IPS sensors - tune up IPS sensors to optimise attack mitigation - use network tools and network management tools to monitor and manage security sensor events - upgrade and maintain IPS sensors.

ICANWK610A DESIGN AND BUILD INTEGRATED VOIP NETWORKS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use appropriate tools, equipment, software and protocols to design and build an internet protocol (IP)-based integrated voice network for small to medium enterprises.

Required Reading: No text required.

Assessment: Evidence of the ability to: - produce design plan and requirements of VoIP network - configure and test for voice gateways - design site numbering plan, dial plans and priorities - use networking and network management tools - configure and test real time protocols, call management protocols and gateway signalling protocol in the network elements - implement voice systems and applications.

ICANWK611A CONFIGURE CALL PROCESSING NETWORK ELEMENTS FOR SECURE VOIP NETWORKS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use tools, equipment, software and protocols to install or upgrade call processing network elements for secure and reliable internet protocol (IP)-based communications networks.

Required Reading: No text required.

Assessment: Evidence of the ability to: - produce design plan and requirements of call processing network elements - configure and test voice gateways and LAN switches - evaluate voice call manager server requirements and design voice call systems and applications - implement voice systems and applications on voice call manager - manage security of voice network.

ICAP5039B MATCH IT NEEDS WITH THE STRATEGIC DIRECTION OF THE ENTERPRISE

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.

Description: Evaluate current business strategy; Evaluate impact of changes; Develop action plans.

Required Reading:-

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

ICAPMG401A SUPPORT SMALL SCALE IT PROJECTS

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to support the management of low risk, straightforward information technology (IT) projects within an organisation.

Required Reading: No text required.

Assessment: Evidence of the ability to: - support the initiation, control and

completion of a simple small-scale IT project - identify and apply requirements and expectations of a project.

ICAPMG501A MANAGE IT PROJECTS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage information technology (IT) projects within a medium to large organisation.
Required Reading: No text required.
Assessment: Evidence of the ability to: - define, plan, execute and close a reasonably complex project to meet project requirements.

ICAPMG609A PLAN AND DIRECT COMPLEX IT PROJECTS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify, plan, control and finalise complex IT projects.
Required Reading: No text required.
Assessment: Evidence of the ability to: - design, implement, manage and finalise a complex IT project - manage planning processes, scheduling, human resources, reporting and response to contingencies - ensure projects undertaken are aligned with and support organisational strategies and requirements - learn from project outcomes and refine and improve future IT project management processes.

ICAPRG301A APPLY INTRODUCTORY PROGRAMMING TECHNIQUES
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake introductory programming tasks in the development of a game or application. This unit addresses the knowledge, processes and techniques necessary to develop skills to create simple applications or games.
Required Reading: No required text.
Assessment: Evidence of the ability to: - apply programming language syntax, sequence, selection and iteration control structures to the development of an application or game - produce an application or game that is designed and built from a provided program specification - confirm that the created application or game meets the original program specifications and obtain user sign-off for completed program.

ICAPRG406A APPLY INTRODUCTORY OBJECT-ORIENTED LANGUAGE SKILLS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake introductory programming tasks using an object-oriented programming language. Competency includes tool usage, documentation, debugging and testing techniques in support of the programming activities.
Required Reading: No text required.
Assessment: Evidence of the ability to: - use an application program to design and build standard reusable software modules in response to a design specification - generate code documentation - undertake testing to confirm that the created application meets the original specification and solves original problem.

ICAPRG417A APPLY MATHEMATICAL TECHNIQUES FOR SOFTWARE DEVELOPMENT
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use basic mathematical methods and operations with real numbers and their precedence, the evaluation and construction of formulas in standard and computer notation, and the use of Boolean algebra, data types and computer storage.
Required Reading: No text required.
Assessment: Evidence of the ability to: - solve and evaluate various mathematical problems in various computational contexts - demonstrate a knowledge, use and manipulation of: - Boolean algebra - number types - memory storage.

ICAPRG425A USE STRUCTURED QUERY LANGUAGE
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use a structured query language (SQL) to define, create and manipulate database structures and associated data in a relational database.
Required Reading: No text required.
Assessment: Evidence of the ability to: - design a simple relational database - use SQL to create database structures, and store, retrieve and manipulate data in a relational database - create a variety of SQL queries to match client requirements'' - create and use views and stored procedures.

ICAS3031B PROVIDE ADVICE TO CLIENTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Analyse client support issues; Provide advice on software, hardware or network; Obtain client feedback.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS3032B PROVIDE NETWORK SYSTEMS ADMINISTRATION
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5102B ESTABLISH AND MAINTAIN CLIENT USER LIAISON
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Determine support areas; Develop support procedures; Assign support personnel.
Required Reading:-
Assessment: One or more of the following: written assignment, written test,

simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5192B CONFIGURE AN INTERNET GATEWAY
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Confirm client requirements and network equipmentReview security issues; Install and configure gateway products and equipment; Configure and test node.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5199B MANAGE BUSINESS WEBSITES AND SERVERS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Maintain business website and contents; Maintain business security of the website; Monitor business website performanceUndertake capacity planning.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAS5202B ENSURE PRIVACY FOR USERS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Review privacy policy in relation to legislation; Determine policy shortfalls; Update and review policies.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICASAS203A CONNECT HARDWARE PERIPHERALS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to connect hardware peripherals according to instructions.
Required Reading: No text required.
Assessment: Evidence of the ability to: - safely connect several different types of hardware peripherals to the system according to vendor instructions with a minimum of downtime using known routines and procedures - locate, interpret and use vendor documentation related to connection and storage of hardware peripherals - test operation of newly installed hardware peripherals and confirm client satisfaction - adhere to OHS regulations when working with electrical equipment.

ICASAS205A MAINTAIN IT SYSTEM INTEGRITY
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to protect and secure stand-alone or client server environments.
Required Reading: No text required.
Assessment: Evidence of the ability to: - protect and secure stand-alone or networked client-server environments and operating systems according to system maintenance procedures - undertake system and file backup, recovery delete and archive according to backup and recovery procedures - check computers to ensure software compliance.

ICASAS206A DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to reduce the risk of a computer's operation being affected by spam or destructive software.
Required Reading: No text required.
Assessment: Evidence of the ability to: - install virus protection software and updates - schedule virus protection software to run on a regular basis - identify and remove common destructive software - identify common spam types and take appropriate action.

ICASAS209A CONNECT AND USE A HOME-BASED LOCAL WIRELESS NETWORK
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install, configure and secure devices to a small home-based local network.
Required Reading: No text required.
Assessment: Evidence of the ability to: - determine suitable wi-fi requirements for small home office style settings - safely connect and integrate wi-fi components into a small office system - install and configure wireless routers and adapters as part of a wi-fi system - secure components of a wi-fi system.

ICASAS301A RUN STANDARD DIAGNOSTIC TESTS
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to troubleshoot problems and conduct diagnostic tests on a range of platforms.
Required Reading: No required text
Assessment: Evidence of the ability to: -troubleshoot hardware and OS problems - conduct diagnostic tests on a range of platforms according to preventative maintenance and diagnostic policy -identify the root causes of the problems -scan systems for computer viruses -remove viruses using software tools and procedures - remove viruses by restoring backups.

ICASAS303A CARE FOR COMPUTER HARDWARE
Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to manage the maintenance and location of hardware.
Required Reading: No required text
Assessment: Evidence of the ability to: -perform diagnostic functions by replacing components, reloading software and by using operating system and other diagnostic tools -establish siting requirements for system hardware and associated peripheral devices -implement safe work practices -determine maintenance requirements and establish maintenance schedule -apply appropriate quality standards to computer hardware and peripherals.

ICASAS304A PROVIDE BASIC SYSTEM ADMINISTRATION

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement components of systems backup, restore, security and licensing in a stand-alone or client server environment.
Required Reading: No required text
Assessment: Evidence of the ability to: -perform systems backup, restore and maintain correct usage according to licensing agreements in a stand-alone or client server environment -maintain software licence records and check for copyright compliance within the system -maintain security access details in a register and apply access controls on (network) resources.

ICASAS305A PROVIDE IT ADVICE TO CLIENTS

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide IT advice and support to clients, including the communication of comprehensive technical information.
Required Reading: No required text
Assessment: Evidence of the ability to: -investigate client support requests and provide a documented solution after consultation with client -convey comprehensive technical information to clients in a clear, concise, jargon-free and coherent manner -access technical manuals and 'help' documentation.

ICASAS306A MAINTAIN EQUIPMENT AND SOFTWARE

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to carry out maintenance and fault repair according to organisational procedures, in order to keep equipment and software operating.
Required Reading: No required text
Assessment: Evidence of the ability to: -undertake maintenance according to maintenance procedures -resolve a defined range of equipment and software problems -maintain accurate records according to organisational guidelines.

ICASAS307A INSTALL, CONFIGURE AND SECURE A SMALL OFFICE HOME OFFICE NETWORK

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify available network components relevant to client requirements and to install, configure and secure those components as part of a small office or home office (SOHO) network.
Required Reading: No required text
Assessment: Evidence of the ability to: -identify the most relevant network hardware and software equipment to meet client requirements -install, configure and test the network according to client requirements, and produce appropriate documentation -identify possible security threats and secure the network.

ICASAS405A IDENTIFY AND EVALUATE IT INDUSTRY VENDOR TECHNOLOGIES

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to research, evaluate and recommend an industry vendor to supply IT components and to negotiate with the vendor for supply of identified components. This unit of competency provides for several approaches, with an emphasis on researching and analysing alternative options in dealing with vendors when acquiring IT components. It covers testing, comparisons and evaluations based on the abovementioned elements, as well as consideration of such other factors as after-sales service and reliability.
Required Reading: No required text
Assessment: Evidence of the ability to: -identify an appropriate vendor to supply components according to organisational requirements -demonstrate consistency in the acquisition of technical and business requirements.

ICASAS419A SUPPORT SYSTEM SOFTWARE

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate and support system software.
Required Reading: No text required.
Assessment: Evidence of the ability to: - monitor system software performance according to vendor and organisational benchmarks - maintain system performance to these benchmarks - use a wide range of features and system tools.

ICASAS502A ESTABLISH AND MAINTAIN CLIENT USER LIAISON

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish and maintain client user liaison in an information technology (IT) environment, post support implementation. This occurs after the business critical functions have been determined.
Required Reading: No text required.
Assessment: Evidence of the ability to: - establish and maintain client liaison in an IT environment - establish procedures for providing required support - identify IT skill requirements and assign appropriate support personnel - show personal responsibility and autonomy in performing complex technical operations or organising others.

ICASAS512A REVIEW AND MANAGE DELIVERY OF MAINTENANCE SERVICES

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to review and manage the delivery of maintenance services.
Required Reading: No text required.
Assessment: Evidence of the ability to: - analyse and report on faults and restoration performance and compliance with SLA - analyse and prioritise requests according to business requirements - review infrastructure and document discrepancies with expected service delivery - implement cost-effective solutions and evaluate impact.

ICASAS517A USE NETWORK TOOLS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use tools to assist in managing a network effectively.
Required Reading: No text required.
Assessment: Evidence of the ability to: - identify and use appropriate tools

for: o　　　monitoring network performance o　identifying network threats o isolating security breaches.

ICASAS601A IMPLEMENT CHANGE-MANAGEMENT PROCESSES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply techniques that facilitate the planning, implementation and monitoring of information technology change.
Required Reading: No text required.
Assessment: Evidence of the ability to: -　　　　identify elements that require changing -　plan, implement, monitor and review change and apply guidelines and policies to the change-management process -　　　maintain appropriate version control -　　maintain compliance with existing accessibility and other policies.

ICAT3025A RUN STANDARD DIAGNOSTIC TESTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Operate system diagnostics; Scan system for viruses.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAT5079B PERFORM INTEGRATION TEST
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Prepare for test; Conduct test; Analyse and classify results.
Required Reading:-

ICAT5081B PERFORM SYSTEMS TEST
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Prepare for test; Conduct test; Analyse and classify results.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1128B OPERATE A PERSONAL COMPUTER
Locations: Footscray Nicholson, Werribee, Industry, Footscray Park, Sunshine, St Albans.
Prerequisites: Nil.
Description: Start the computer;Access basic system information;Navigate and manipulate desktop environment;Organise basic directory/folder structure and files;Organise files for user and/or organisation requirements;Print information;Shut down computer.
Required Reading: No required text
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1129B OPERATE A WORD PROCESSING APPLICATION
Locations: Footscray Nicholson, Werribee, Melton, Sunshine, City Flinders, Off-shore, St Albans, 21939VIC Certificate III in ESL (Further Study) - Liaoning University in

Shenyang, Shandong-Jianzhu University in Jinan, Henan University in Keifeng, Henan College of Finance & Taxation in Zhengzhou, Central University of Finance and Economics in Beijing, China, City Flinders, Footscray Nicholson, Melton, St Albans, Sunshine and Werribee..
Prerequisites: Nil.
Description: Create documents;Customise basic settings to meet page layout conventions;Format document;Create tables;Add images;Use mail merge;Print documents.
Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. 21939VIC Certificate III in ESL (Further Study) Assessment may include: records of teacher's observations of students' activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

ICAU1130B OPERATE A SPREADSHEET APPLICATION
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to correctly operate spreadsheet applications and perform basic operations.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1131B OPERATE A DATABASE APPLICATION
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to operate database applications and perform basic operations.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU1132B OPERATE A PRESENTATION PACKAGE
Locations: Footscray Nicholson, Werribee, Sunshine, City Flinders, Off-shore, St Albans, 21940VIC Cert IV in ESL (Further Study) - Liaoning University, China, City Flinders, Footscray Nicholson, St Albans and Werribee..
Prerequisites: Nil.
Description: This unit defines the competency required to operate presentation applications and perform basic operations.
Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. 21940VIC Certificate IV in ESL (Further Study) Assessment may include: records of teacher's observations of students' activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

ICAU1133A SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans, Certificate II in Mumgu-dhal tyama-tiyt - St Albans only.
Prerequisites: Nil.
Description: Access the internet; search the internet; research and apply 'netiquette' principles; send and organise messages; create an address book. Certificate II in Mumgu-dhal tyama-tiytThis unit defines the competency required to complete basic internet search tasks as well as send and receive emails with attachments.
Required Reading: Certificate II in Mumgu-dhal tyama-tiyt The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. Certificate II in Mumgu-dhal tyama-tiyt Students will develop a portfolio of evidence for assessment. This will include direct observation recorded by the teacher, collection of samples completed by the learner, verbal questioning, online responses and third-party reports from support workers, elders and peers.

ICAU1133B SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans, 21772VIC Certificate I in General Education for Adults: Footscray Nicholson and Sunshine. 21773VIC Certificate II in General Education for Adults: Footscray Nicholson, Sunshine and Visy Cares Hub. 21774VIC Certificate III in General Education for Adults: Footscray Nicholson only..
Prerequisites: Nil.
Description: This unit defines the competency required to complete basic internet search tasks as well as send and receive emails with attachments.
Required Reading: The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2005B OPERATE COMPUTER HARDWARE

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to determine, select and correctly operate basic computer hardware, generally known as peripherals and which may include input/output devices and secondary memory.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU2013A INTEGRATE COMMERCIAL COMPUTING PACKAGES

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to manipulate, convert and integrate data between different two or more commercial software applications.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAU3126B USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Locations: Footscray Nicholson, VETiS.
Prerequisites: Nil.
Description: This unit defines the competency required to use computer applications employing advanced features.
Required Reading: No Required Reading
Assessment: Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. 22051VIC Diploma of Business (Public Relations) Assessment methods will include skills test and practical applications.

ICAUI128A OPERATE A PERSONAL COMPUTER

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit defines the competency required to operate a personal computer, including starting the PC, logging in, using and understanding desktop icons and their links to underlying program, navigating a directory structure, saving work, printing, closing down the PC.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICAWEB201A USE SOCIAL MEDIA TOOLS FOR COLLABORATION AND ENGAGEMENT

Locations: Footscray Nicholson, Werribee, Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish a social networking presence using social media tools and applications.   The unit specifically identifies the requirement to review, compare and use different types of social networking tools and applications.
Required Reading: No required text
Assessment: Evidence of the ability to: -identify different types of social media tools and applications, and issues associated with their use -access the internet, set up a social networking presence and upload and link a wide variety of files -use OHS principles and responsibilities for ergonomics, such as work periods and breaks.

ICAWEB402A CONFIRM ACCESSIBILITY OF WEBSITES FOR PEOPLE WITH SPECIAL NEEDS

Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to ensure that a website is accessible to users with special needs, including people with auditory, visual, mobility, and cognitive impairments and those people who use assistive technology.
Required Reading: No text required.
Assessment: Evidence of the ability to: -   test a website for accessibility - demonstrate theoretical knowledge of website content creation - communicate and negotiate with user groups, government and industry - undertake website design.

ICAWEB409A DEVELOP CASCADING STYLE SHEETS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop cascading style sheets (CSS) that are attached to a markup language document in order to externally define and control styles to enhance and achieve commonality between web documents.
Required Reading: No text required.
Assessment: Evidence of the ability to: - develop a website styled and formatted using CSS to user requirements - lay out page elements using CSS - test web pages in a variety of browsers - validate the CSS against industry standards.

ICAWEB411A PRODUCE BASIC CLIENT-SIDE SCRIPT FOR DYNAMIC WEB PAGES
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to produce a number of client-side scripts for dynamic web pages, using a range of features from different appropriate languages.
Required Reading: No text required.
Assessment: Evidence of the ability to: - produce basic client server-side scripts for dynamic web pages - confirm successful viewing of the active elements or objects across different platforms.

ICAWEB414A DESIGN SIMPLE WEB PAGE LAYOUTS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design and create simple web page layouts.
Required Reading: No text required.
Assessment: Evidence of the ability to: - develop a website according to design specifications - lay out page elements - test web pages in a variety of browsers - validate the web pages against industry standards.

ICAWEB429A CREATE A MARKUP LANGUAGE DOCUMENT TO SPECIFICATION
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design, create and save a markup language document to a given specification using a text editor rather than an authoring tool.
Required Reading: No text required.
Assessment: Evidence of the ability to: - design, create and save a markup language document using a markup language without the automated generation of code.

ICPMM296A CREATE AND TEST A CD-ROM/DVD
Locations:VETiS.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to create an interactive CD-ROM / DVD which starts automatically and has no errors in any of the interactive functions.
Required Reading:-
Assessment:A range of assessment methods should be used to assess practical skills and knowledge. The following example is appropriate for this unit: - direct

questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

ICPMM63BA ACCESS THE INTERNET
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Identify and use local resources and identify and use remote resources.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICPPP411A UNDERTAKE A COMPLEX DESIGN BRIEF
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: Negotiate a complex design contract;Plan the design process;Render a complex graphic design;Ensure feasibility of production;Solve technical problems;Ensure quality output.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTSUS5187A IMPLEMENT SERVER VIRTUALISATION FOR A SUSTAINABLE ICT SYSTEM
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to install and integrate a virtual server in a network to replace multiple physical servers. This is done to reduce power requirements of individual servers.
Required Reading: No text required.
Assessment: Evidence of the ability to: - determine and meet client requirements for installation and testing of virtual server - install, integrate and test virtualisation components according to vendor and technical specifications.

ICTSUS6233A INTEGRATE SUSTAINABILITY IN ICT PLANNING AND DESIGN PROJECTS
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to integrate sustainability concepts and policies into ICT planning and design projects. It involves accessing industry information and applying legislative and occupational health and safety (OHS) guidelines.
Required Reading: No text required.
Assessment: Evidence of the ability to: - plan and integrate sustainability into ICT projects by devising strategies to conserve resources - analyse energy audit data on enterprise resource consumption - develop and monitor policies for review and improvements, benchmarking against industry best practice and attempting new approaches continuously over time.

ICTTC005C INSTALL CABLE SUPPORT SYSTEMS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer

premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANS and multi media. This unit may be applied to domestic, commercial or industrial installations.

Required Reading:-

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

ICTTC006C PLACE AND SECURE CABLE

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.

Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit applies to high-speed data and fibre optic cabling. This unit may be applied to domestic, commercial or industrial installations.

Required Reading:-

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

ICTTC008C TERMINATE METALLIC CONDUCTOR CABLE

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.

Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communication applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs and multi-media. This unit may be applied to domestic, commercial or industrial installations. This unit applies to all metallic conductor cable types including coaxial and structured (category 5, 6 & 7) cabling. It also applies to the joing of cable in a terminating block (in/out block). Specific units of competency apply to the placing, securing and termination of particular cable types and should be used in association with this unit where applicable.

Required Reading:-

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

ICTTC011C PLACE, SECURE AND TERMINATE CO-AXIAL CABLE

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.

Description: This unit applies to all contexts fro indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. T his unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

Required Reading:-

Assessment: One or more of the following: written assignment, written test,

simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC012C INSTALL FUNCTIONAL AND PROTECTIVE TELECOMMUNICATIONS EARTHING SYSTEMS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.

Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, SOHO (Small Office Home Office), commercial or industrial installations and covers multi-storey and multi-site locations.

Required Reading:-

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

ICTTC017C ALTER SERVICES TO EXISTING CABLE SYSTEM

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.

Description: This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephone, data, video including digital broadcasting, computer networks including LANs and WANs, and multi-media. This unit may be applied to domestic, commercial or industrial installations. This unit applies to the jointing of copper telecommunications cable that may occur in underground situations, in pits or in jointing enclosures or above ground customer premises. It applies to all metallic conductor cable types other than co-axial and certified category 5 installations.

Required Reading:-

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

ICTTC022C ORGANISE AND MONITOR CABLING TO ENSURE COMPLIANCE WITH REGULATORY AND INDUSTRY STANDARDS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.

Description: This unit applies to the organisation and monitoring or work within a work team. It applies to all metallic conductor cable types other than co-axial and certified category 5 installations. This unit applies to all contexts for indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. This unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs and multi media. This unit may be applied to domestic, commercial or industrial installations.

Required Reading:-

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

ICTTC049C INSTALL CUSTOMER PREMISES SYSTEMS AND EQUIPMENT

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.

Description: This unit applies to all contexts fro indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. T his unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

Required Reading:-

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

ICTTC052C CUTOVER NEW CUSTOMER PREMISES SYSTEMS AND EQUIPMENT

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.

Description: This unit applies to all contexts fro indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. T his unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations.

Required Reading:-

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

ICTTC053C TRAIN CUSTOMERS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.

Description: This unit applies to all contexts fro indoor and outdoor installation within a customer premises and applies to both customer premises cabling and customer premises equipment. T his unit applies to all communications applications whether digital or analogue including telephony, data, video including digital broadcasting, computer networks including LANs and WANs, and multi media. This unit may be applied to domestic, commercial or industrial installations. This unit can be undertaken by CPE installation staff or dedicated customer trainers. (The latter would apply particularly to the very large installations).

Required Reading:-

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

ICTTC056C INSTALL NETWORK TELECOMMUNICATIONS EQUIPMENT

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.

Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. The unit applies to installation of both new, additional and replacement equipment. Termination of cables are covered broadly in this standard and thus it should be read in conjunction with Telecommunications Cabling Competency Standards:UNIT ICTTC008C - Terminate metallic conductor cable;UNIT ICTTC010C - Place, secure and terminate optical fibre cable;UNIT ICTTC011C - Place,

secure and terminate coaxial cable

Required Reading:-

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

ICTTC068C INSTALL TELECOMMUNICATIONS SERVICE TO A BUILDING

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.

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

Required Reading:-

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

ICTTC071C INSTALL PAY TV SET TOP UNIT

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.

Description: This unit applies to the installation of all types of Customer Pay TV service and data casting services on customer premises. Fault finding and rectification is covered in ICTTC106 Locate and rectify set top unit faults.

Required Reading:-

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

ICTTC076C COMPLETE NETWORK EQUIPMENT/SOFTWARE UPGRADES

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.

Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. This units applies to computer systems including Local Area Networks (LANs) and Wide Area Networks (WANs.

Required Reading:-

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

ICTTC086C UNDERTAKE ROUTINE MAINTENANCE OF THE TELECOMMUNICATIONS NETWORK

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.

Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite.

Required Reading:-

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

ICTTC087C UNDERTAKE REMOTE REPAIR OF NETWORK FAULTS

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.

Prerequisites: Nil.
Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC088C LOCATE AND RECTIFY NETWORK FAULTS ON A FIRST IN BASIS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. This unit applies to computer systems including Local Area Networks (LANs) and Wide Area Networks (WANs).
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC089C REPAIR AND REPLACE TELECOMMUNICATIONS NETWORK HARDWARE
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit may apply to switching, transmission and radio (both fixed and mobile) network and the various transmission paths i.e. cable, optic fibre, radio, microwave and satellite. All work undertaken on site is under instruction from the network management/control centre. Responsibility for the fault/problem rests with that centre. This unit covers work at escalation tier 1. Units ICTTC088C and ICTTC090C cover similar work at escalation tiers 2 and 3.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC101C LOCATE AND DIAGNOSE ELECTRONIC FAULTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to all telecommunications applications including telephony, data, video and multi media. This unit should be applied with units dealing with specific able types and installation environments. This unit applies to computer systems including Local Area Networks (LANs) and Wide Area Networks (WANs).
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC106C LOCATE AND RECTIFY PAY TV SET TOP UNIT FAULTS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to all types of Customer Pay TV service and data casting services on customer premises. Installation is covered in ICTTC071 Install Pay TV set top unit. Cabling aspects of installation are covered in a range of units in the

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

ICTTC140A USE HAND AND POWER TOOLS
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description:unit applies to the skills required to safely use hand and power tools in the workshop and on the worksite.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC147A ADMINISTER A DATA COMMUNICATIONS NETWORK (LAN OR WAN)
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit applies to the management and administration of a local area network or wide area network.
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTC153A WORK SAFELY NEAR POWER INFRASTRUCTURE
Locations: Footscray Nicholson, Werribee, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit describes the requirements and conditions that must be met when telecommunications workers conduct operations in the vicinity of substantial safety hazards including work: At heights; Near electrical distribution infrastructure, radiation devices or other services; In confined space
Required Reading:-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

ICTTEN6206A PRODUCE AN ICT NETWORK ARCHITECTURE DESIGN
Locations: Footscray Nicholson, Werribee, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to compile, and evaluate the business specifications from a client and produce a set of architecture design solutions that will cater for present and future forecast demands.
Required Reading: No text required.
Assessment: Evidence of the ability to: -   adapt technologies to specified technical solutions -   use site design software and hardware -   evaluate client specifications against accepted industry practices -   produce technical designs from business specifications - analyse feedback from client and make adjustment to the proposal -   produce information that can be shared between businesses -   apply design concepts to business solutions -   produce technical reports -   make recommendations and offer optimum design solutions.

ITD1001 ICT PRACTICE A

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: Develops a set of skills associated with oral, written, technical and online communication focusing on creative ways in which ideas can be presented, critiqued and debated. Students will be involved in locating and assembling reliable sources of information for collation and presentation. Student will deal with issues related to the organisations code of ethics, protection on privacy and information security. Content includes: effective use of internet and search engines for information gathering; development of personal online portfolios; sound academic and technical writing skills; case studies in IT privacy and professional ethics.

Credit Points:6

Learning Outcomes:1. Develop personal learning pathways and portfolios 2. Use information technology effectively 3. Research, write and present information 4. Understand code of ethics related to IT industry 5. Understand privacy issues within the context of the ICT industry 6. Develop technical documentation 7. Use social networking tools to establish a professional presence

Class Contact: This unit will have 60 contact hours per semester

Required Reading: School of ICT, Participant Resource Guide-ITD1001, VU.

Assessment: Portfolio, Personal Portfolio Assignment, 20%. Tutorial Participation, Participation in class debates and online reflection, 20%. Case Study, Produce technical documentation, 30%. Assignment, Research Assignment and presentation, 30%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1002 PROGRAMMING A

Locations: Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: Apply introductory programming skills using an object oriented language to develop, evaluate and modify GUI object oriented software applications. Content includes: introduction to control structures, predefined classes from libraries, application of all GUI controls to interface design, data validation, debugging, testing and documentation. The applications will be able to search and sort a single dimension array and read and write data to external files.

Credit Points:6

Learning Outcomes:1. Apply basic language syntax and control structures 2. Apply basic object-oriented principles in the target language 3. Use a modern IDE to create, build and deploy simple GUI applications 4 Use basic algorithms to process single dimensional arrays and access files 5. Test and Debug applications, 6. Create and maintain documentation

Class Contact: This unit will have 60 contact hours per semester

Required Reading: School of ICT, Participant Resource Guide- ITD1002, VU.

Assessment: Exercise, Practical tasks, 30%. Test, Programming language theory test, 30%. Examination, Final practical Exam ¿ Design, develop and implement a Java Application., 40%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1003 NETWORKING

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: Covers fundamentals of modern data communication and internetworking infrastructure. Use network protocol models to explain the layers of communications in data networks. Student will design and build networks using routers and basic switches using classless IP addressing scheme. Mapped to CISCO certification - units Exploration 1 and 2 and progressing towards the CCNA and CCENT certifications.

Credit Points:12

Learning Outcomes:1 Explain how communication works in data networks and the Internet also explain the fundamental Ethernet concepts such as media, services and operation 2 Employ basic cabling and network designs to connect devices 3 Describe the importance of addressing and naming schemes at various layers of data networks and compare and contrast classful and classless IP addressing 4 Describe the protocols and services provided by the OSI and TCP/IP models and explain how each layer operates in various networks 5 Describe the purpose, nature, and operations of a router, its routing tables and the role of routing protocols in the context of modern network design 6 Configure a router, static and dynamic routing protocols and use commands to troubleshoot errors.

Class Contact: This unit will have 120 contact hours per semester

Required Reading: Required ReadingSchool of ICT, Participant Resource Guide-ITD1003, VU. Required Reading

Assessment: Exercise, Lab activities from CISCO Academy, 20%. Test, Skills Tests compulsory for CISCO Academy, 30%. Examination, Two tests towards Industry Certification ¿ CISCO Academy Exploration 1 & 2, 50%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1004 WEB TECHNOLOGIES

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: Plan, design and build an interactive, dynamic commercial website with the latest HTML standards and website development programs. Use JavaScript to provide client/side interactivity including validating forms and controlling browser windows. Create and apply CSS to develop page layouts and templates; Prepare and optimise images for websites and create simple flash animations. Students will research and review the appropriateness and quality of website design; based on a solid understanding of good design principles; user interface considerations; and accessibility issues.

Credit Points:12

Learning Outcomes:1. Understand and identify website goals, objectives and target audiences. 2. Analyse website outcomes for successful website planning and proposals. 3. Apply website objectives into creative website design. 4. Develop a live interactive website using HTML/HTML5 and CSS mark up language. 5. Demonstrate user-friendly principles through web interface design and accessibility. 6. Enhance website interactivity through the use of Flash and JavaScript.

Class Contact: This unit has 120 contact hours in one semester

Required Reading: David, M 2010, HTML5: Designing Rich Internet Applications (Visualizing the Web), Focal Press.

Assessment: Exercise, Practical tasks, 20%. Case Study, Case study: Plan, design, build, enhance and test website, 80%.

ITD1005 WEB DATABASE TECHNOLOGIES

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites:ITD1002 - PROGRAMMING AITD1006 - DATABASES AND INFORMATION PROCESSING

Description: Develops dynamic web-based applications using server-side scripting technology including various concepts of multitier architectures. Students implement database connectivity; perform searches; add, update and delete records in web-based applications. Content-includes: fundamentals of server-side scripting, server-side object-oriented programming, database-connectivity, database query language, web server security.

Credit Points:12

Learning Outcomes:1. Describe the differences between client-side and server-side web technologies. 2. Use available resources to set up and maintain web server environment. 3. Describe and use various methods of maintaining the state of a web application 4. Build server-side pages that connect to database, perform searches, update records, add and delete records. 5. Secure and deploy the web site

Class Contact: This unit has 120 contact hours in one semester

Required Reading: Stobart, S & Parsons, D 2008, Dynamic Web Application Development using PHP and MySQL, Course Technology.

Assessment: Exercise, Practical Lab exercises, 20%. Project, Assignment, 40%. Examination, Final Exam, 40%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study .

ITD1006 DATABASES AND INFORMATION PROCESSING

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: Introduces fundamental business processing concepts underpinning the analysis and design of information systems. The unit covers the purpose of common business processes, source documents and process modelling. Students will use standard techniques to identify system requirements and design a simple database system. Content includes: systems concepts; common business source documents; Systems Development Life Cycle (SDLC), process modelling, Entity-Relationship (ER) modelling; relational database design using ER modelling, SQL (Structured Query Language), normalisation.

Credit Points:12

Learning Outcomes:1. Identify common information business processes and the common documents used. 2. Distinguish between several different system development lifecycles 3. Create SQL (Structured Query Language) queries to extract data and manage data in relational databases. 4. Apply Entity Relationship modelling techniques of create logical designs for relational databases. 5. Apply normalisation techniques 6. Design simple Use Case diagrams to model system requirements

Class Contact: This unit has 120 contact hours in one semester

Required Reading: Magal, S R & Word, J 2009, 1st Ed, Essentials of Business Processing and Information, Wiley. D'orazio, R & Happel; G 1996, Practical Data Modelling for Database Design, John Wiley & Sons.

Assessment: Case Study, Data Modelling report on Case Study ¿ Modelling data requirements using a Use Case and ER diagram, 40%. Examination, Final Exam covering all objectives, 40%. Test, SQL Test, 20%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1007 MANAGING IT

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: Covers managing IT services according to best practice processes for the support and delivery of high quality and cost effective IT solutions which underpin business processes. Effective management of Service level agreements to manage IT Services throughout the IT Service Lifecycle is discussed together with emerging technologies relating to Green IT and IT virtualisation. Utilise standard project management techniques and tools to control and successfully delivery IT Projects within scope, time and cost. Uses the software tools to help with planning, organising, monitoring and controlling the lifecycle of a project.

Credit Points:12

Learning Outcomes:1. Understand and document service desk functions 2. Use Service Management best practice methodology to manage Incidents, problems and change 3. Analyse and use of Service Level Agreements 4. Describe the project life cycle and understand the fundamentals of managing projects 5. Understand and explain best practice methodology approach to monitoring the quality of products created during the life of a project. 6. Use Project application to manage project life-cycle

Class Contact: This unit has 120 contact hours in one semester

Required Reading:tSMF International 2007, ITIL Foundation IT Service Management Book. Van Haren Publishing. Schwalbe, K 2011, 6th Ed, Information Technology Project Management, Cengagebrain.

Assessment: Exercise, Lab tasks ¿ ITIL Case Study, 20%. Case Study, Project management Assignment and presentation - Case study, 40%. Examination, Final Exam aligned to industry certification, 40%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1008 OPERATING SYSTEMS

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.

Prerequisites: Nil.

Description: An overview of modern operating system concepts and architecture, process and memory management and file systems. In depth practical case study will involve student in installation and setting up services and securing a Linux desktop based operating system. Students will interact with the operating system using advanced command-line processing and basic shell scripts. Contributes towards Linux professional Institute and/or Red Hat vendor certification.

Credit Points:12

Learning Outcomes:1. Identify the fundamentals of operating systems – memory, file systems, processes 2. Plan and Install an operating system in a multi user environment 3. Interact with the operating system using GUI desktop tools 4. Use the command line to interact with the operating system 5. Understand file systems and maintain basic file system security 6. Configure basic network connectivity and file sharing

Class Contact: This unit has 120 contact hours in one semester

Required Reading: School of ICT, Participant Resource Guide-ITD1008, VU.

Assessment: Exercise, Practical Lab Tasks aligned to industry certification, 30%. Assignment, Install and configure operating system, 40%. Examination, Exam aligned to Industry Certification, 30%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1009 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING CONCEPTS

Locations: Footscray Nicholson, Werribee, City Flinders, Off-shore, St Albans.

Prerequisites: Nil.

Description: This unit provides knowledge of basic object oriented programming concepts and their application to develop, evaluate modify and test GUI based object oriented software applications. It also develops an understanding of the features of

modern IDE based development software development including debugging, profiling, code generation and development of graphical user interfaces. Content includes: programming control structures, array-based algorithms, usage of predefined classes from libraries, problem solving methodology that includes defining the problem, designing a solution and implementing the solution; inheritance and basic polymorphism, developing GUI based applications, data validation, debugging, testing and documentation.

Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Understand and apply basic language syntax and control structures
- Describe basic object-oriented language principles including inheritance and polymorphism
- Use a modern IDE to create, build and deploy GUI applications that use user-defined classes
- Solve problems using algorithms involving arrays and other built-in data structures
- Test and debug and document programming applications Create and maintain documentation

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: School of ITCI, VU (2012) Participant Resource Guide - ITD1009
Assessment: Written Test Laboratory Work, Practical programming tasks , 20%. Assignment, Programming Assignment ¿ Design, implement and test a Java-based application, 50%. Test, Written Test, 30%.

ITD1010 COMMUNICATION FOR THE COMPUTER PROFESSIONAL

Locations: Footscray Nicholson, Werribee, City Flinders, Off-shore, St Albans.
Prerequisites: Nil.
Description: This unit of study aims to develop a set of skills associated with oral, written, technical and online communication focusing on creative ways in which ideas can be presented, critiqued and debated as well as focussing on academic and technical communication skills. Students will be involved in locating and assembling reliable sources of information for collation and presentation. Students will use their research skills to research, evaluate and report on emerging issues relevant to the IT industry, in particular, dealing with issues related to the organisations code of ethics, protection on privacy, sustainability within IT and information security. Content includes: effective use of internet and search engines for information gathering; development of personal online portfolios; sound academic and technical writing skills; case studies relating to IT privacy professional ethics and sustainability within IT; career options in IT, job application development and interview skills.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Research and report on emerging issues relevant to the IT industry and contribute to the development of a policy document in relation to sustainabililty in the industry.
- Understand the meaning of code of ethics and privacy issues related to IT industry.

- Develop personal learning pathways and extend and enhance personal portfolios. Prepare job applications and attend interviews.
- Use social networking tools to establish a professional presence.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Guffey, M.E. & Loewy, D 2010 7th Edition Business Communications: Process and Product South-Western Pub.
Assessment: Portfolio, Personal Portfolio Assignment, 20%. Tutorial Participation, Participation in class debates and reflection, 20%. Report, Report on emerging issues, 40%. Presentation, Report Presentation, 20%.

ITD1021 ICT PRACTICE B

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.
Prerequisites:ITD1001 - ICT PRACTICE A
Description: Building on the skills obtained in ITD1001 this unit further develops academic and technical communication skills. Students will be involved in analysing and creating policy within the context of a sustainable IT industry and employment in the IT industry. Content includes: OHS responsibilities, sustainability within IT, career options in IT, job application development and interview skills. Students will use their research skills to research, evaluate and report on emerging issues relevant to the IT industry.
Credit Points:6

Learning Outcomes:1. Extend and enhance personal portfolios   2. Understand, identify and report on workplace hazards and OHS issues. 3. Prepare job applications and attend interviews. 4. Access and convey conceptual information in relation to organisational needs 5. Contribute to the development of a policy document in relation to a sustainable IT industry 6. Research and report on emerging issues relevant to the IT industry.
Class Contact: This unit will have 60 contact hours per semester
Required Reading: School of ICT, Participant Resource Guide-ITD1021, VU.
Assessment: Assignment, OHS and policy development, 25%. Report, Report and presentation on emerging issues, 25%. Portfolio, Portfolio Presentation, 50%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

ITD1022 PROGRAMMING B

Locations: Footscray Nicholson, Werribee, City Queen, City Flinders, Off-shore, St Albans, Interstate delivery with partner institutions.
Prerequisites:ITD1002 - PROGRAMMING A
Description: Builds on skills gained from ITD 1002 to further develop skills in object oriented application development. Students will connect applications to databases and develop complex GUI solutions. Content includes: creation of user defined classes, the OO principles of inheritance and polymorphism; data structures; and unit testing. Students will develop an understanding of the features of modern IDE based development software development including debugging, profiling, code generation and development of graphical user Interfaces.
Credit Points:6

Learning Outcomes:1. Create and build GUI applications that use user-defined classes 2. Build solutions (applications) that can connect to, query and update a relational database 3. Create and run unit tests 4. Debug and profile Object Oriented Applications 5. Create and maintain documentation
Class Contact: This unit will have 60 contact hours per semester

Required Reading: School of ICT, Participant Resource Guide- ITD1022, VU.
Assessment: Exercise, Practical tasks, 20%. Case Study, Assignment ¿ Design, Develop and Deploy Database Application (Individual), 40%. Examination, Final Exam (theory), 40%. Students must pass each assessment task as outlined to obtain a pass in a Unit of Study and be deemed competent.

PSPPM402B MANAGE SIMPLE PROJECTS
Locations: Footscray Nicholson, Werribee, Industry, Sunshine, St Albans.
Prerequisites: Nil.
Description: This unit covers management of generally low risk projects that may be small scale and managed by one person or a person with a small team. It includes implementing project start-up activities, coordinating project implementation, monitoring the project and arranging follow-up activities. In practice, managing simple projects overlaps with other generalist and specialist work activities such as applying government processes, using resources, gathering information, managing contracts etc.
Required Reading: No required text-
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments.

SISSAFL305A PERFORM THE ADVANCED TACTICS OF AUSTRALIAN FOOTBALL
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the advanced tactics of Australian football. This unit focuses on the development and performance of advanced Australian football tactics through the participation in activities, discussions and games.
Required Reading:no required text
Assessment:-   utilises knowledge and interpretation of advanced tactics of Australian football, and relevant rules, regulations and policies to develop and follow game plans, and apply the advanced tactics applicable to different positions -   determines strengths and weaknesses of individual player or players and teams and psychologically prepares to apply tactics and strategies accordingly -   communicates appropriately with team members, coach, umpires and support staff throughout activities and games, and responds to feedback -   reviews own and team's football performance to identify strengths and areas requiring improvement and or modifications.

TLIC4019A DRIVE TRAIN TO OPERATIONAL REQUIREMENTS
Locations: Industry.
Prerequisites: Nil.
Description: This unit involves the skills and knowledge required to drive a train to operational requirements in accordance with safeworking and regulatory requirements and workplace procedures. This includes applying train management techniques to manage the movement of a train and, as the driver of a motive power unit, to conduct all movements and related activities required to achieve operational requirements. It also includes responding effectively to external factors and emergencies, handing over a train to a relief crew and stabling it at the end of a journey.
Required Reading:VU Produced Workbooks
Assessment: This unit includes LiWC and will be assessed by demonstration and observation and/or portfolio of evidence.

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

VBP552 PRODUCE WRITINGS
Prerequisites: Nil.
Description: This unit covers the knowledge and skills to complete a writing task.
Assessment: As per accredited curriculum

VBP663 USE TECHNIQUE IN PERFORMANCE
Locations: Footscray Nicholson, Industry.
Prerequisites: Nil.
Description: This unit covers the technical and stage skills required to perform a simple technique.
Required Reading: No required text
Assessment: Projects, practical and written assessments.

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

VBP665 REFINE PERFORMANCE SKILLS
Prerequisites: Nil.
Description: The purpose of this unit is to provide the participants with the skills to refine their performance skills.
Assessment: As per accredited curriculum

VBP666 REHEARSE THE SHOW
Prerequisites: Nil.
Description: The purpose of this unit is to provide the participants with the skills required to organise a rehearsel for a show
Assessment: As per accredited curriculum

VBP667 PERFORM THE SHOW
Prerequisites: Nil.
Description: The purpose of this unit is to provide the participants with the skills, knowledge required for organising the peromance of a show
Assessment: As per accredited curriculum

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

VPAU011 APPLY RESEARCH AND CRITICAL ANALYSIS TO INFORM ARTISTIC AND DESIGN PRACTICE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to research and critically analyse historical and theoretical concepts for application to own artistic and design practice. The unit includes the need for critical analysis of information and

own work and the challenging of different points of view to inform own personal work and philosophy.

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

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

VPAU014 MANAGE CREATIVE AND PROFESSIONAL SELF
Locations: Industry, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to manage self and includes understanding and applying ethical practices to own creative and business activities, setting an d meeting own priorities and developing and maintaining artistic and professional competence.
Required Reading: No required text
Assessment: Assessment may include: projects; presentations; assignments.

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

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

VPAU025 REALISE THEMATICALLY CONNECTED DIGITAL ARTWORK
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for a thematically connected digital art work incorporating other media through the exploration and application of a range of advanced techniques and media.

VPAU026 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PAINTINGS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce and present a thematically connected digital art work which incorporates other media.

VPAU027 REALISE THEMATICALLY CONNECTED PAINTINGS
Prerequisites: Nil.

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

VPAU030 DEVELOP AND REFINE ARTISTIC PRACTICE TO PRODUCE A CONCEPT FOR THEMATICALLY CONNECTED PRINTS
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to develop artistic practice to produce a concept for thematically connected prints through the exploration and application of a range of advanced techniques and media.

VPAU031 REALISE THEMATICALLY CONNECTED PRINTS
Locations: City Flinders.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce and present a thematically connected prints.
Required Reading: No Required Reading-
Assessment: Students develop a folio of thematically connected prints. Assessment will be primarily folio based and may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include: - practical demonstrations - work samples or simulated workplace activities - demonstrated a command of selected advanced techniques and which are consistent with the conceptual vision - demonstrates advanced knowledge of materials and tools and how they are used - portfolios of evidence - eg: artworks, backup work - Third-party reports from experienced practitioners. Assessment -Folio presentation - prints and drawings -   Written presentation -   Visual Diary and workbook

VPAU050 PRODUCE TYPOGRAPHY IN RESPONSE TO A BRIEF
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to select and compose type to produce typography at an advanced level in response to a brief.

VPAU051 CREATE PAGE LAYOUTS IN RESPONSE TO A BRIEF
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to create and compose pages using layout applications at an advanced level in response to a brief.

VPAU053 PRODUCE AND SCAN COMPLEX DIGITAL IMAGES FOR REPRODUCTION
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce and scan complex colour separated images at an advanced level for reproduction.

VPAU054 PRODUCE A CONCEPT FROM A GIVEN BRIEF
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce a concept from a given brief through the exploration and application of a range of advanced techniques and media.

VPAU055 PRODUCE ART WORK FROM CONCEPT TO FINISHED ART STAGE
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to produce artwork from a concept to finished art stage through the exploration and application of a range of advanced techniques and media. It is a specialisation unit and refers to a specific art form.

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

Prerequisites: Nil.

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

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

Prerequisites: Nil.

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

VPAU058 PRODUCE FILES FOR MULTIMEDIA PRODUCTION AND DISPLAY

Prerequisites: Nil.

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

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

Prerequisites: Nil.

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

VPAU092 APPLY RESEARCH AND CRITICAL ANALYSIS TO EXTEND ARTISTIC AND DESIGN PRACTICE

Prerequisites: Nil.

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

VPAU093 DEVELOP A DESIGN IN RESPONSE TO A COMPLEX DESIGN BRIEF

Prerequisites: Nil.

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

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

Prerequisites: Nil.

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

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

Prerequisites: Nil.

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

VPAU249 PRODUCE AND CREATE GRAPHICS IN RESPONSE TO A BRIEF

Prerequisites: Nil.

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

VPAU478 DISMANTLE AND ASSEMBLE ENGINEERING COMPONENTS OR SUBASSEMBLIES

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to dismantle and reassemble engineering components or subsystems. This includes the use and selection of appropriate tools for the task, identification and replacement of damaged/faulty parts. Requisite or co-requisite skills in the use of portable hand and power tools, reading engineering drawings and performing basic measurements are required

Required Reading: No text is required for this unit

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VPAU479 PERFORM PRECISION MEASUREMENTS

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to make accurate measurements using a wide range of basic engineering and scientific measuring instruments and devices.

Required Reading: No text is required for this unit

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VPAU480 USE COMPUTER TECHNOLOGY

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to use word-processing, spreadsheets, database software applied to engineering problems, computer aided design/drafting (CAD) and engineering simulation software.

Required Reading: No text is required for this unit

Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VPAU645 INSTALL AND CONFIGURE A HOME OR SMALL OFFICE NETWORK

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required for entry level networking support to establish a small office or home office internet

connected PC network.
Required Reading: No text is required for this unit
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VPAU646 INSTALL AND CONFIGURE A SMALL TO MEDIUM BUSINESS NETWORK
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to establish and support a small to medium business network capable of providing WAN connectivity and common WEB internet services.
Required Reading: No text is required for this unit
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VPAU808 IMPLEMENT AND TROUBLESHOOT ENTERPRISE ROUTERS AND SWITCHES
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to configure and program routers and switches to establish voice and data services and applications over LAN and WAN connections for enterprise networks.
Required Reading: No text is required for this unit
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VPAU809 DESIGN, INSTALL AND CONFIGURE AN INTERNETWORK
Locations: Footscray Nicholson, St Albans.
Prerequisites: Nil.
Description: This unit of competency sets out the knowledge and skills required to design an enterprise internetwork, procure LAN/WAN requirements and perform network upgrades.
Required Reading: No text is required for this unit
Assessment: Assessment tasks will be designed to meet the controlled parameters in accordance with each competency unit's learning outcomes in the unit of study. Assessments may include: Practical assessment, work projects, demonstration, written and verbal tasks

VU20276 WRITE NON-FICTION
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop works of non-fiction suitable for publication.
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

VU20277 REFINE WRITING SKILLS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to research and experiment with writing techniques in a range of media
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

VU20278 REFINE EDITING SKILLS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to apply advanced editing skills to a range of text in different media. This unit addresses the skills and knowledge to do with issues of substance and structure in a publication
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

VU20279 WRITE FOR CHILDREN AND YOUNG ADULTS
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to work as a writer for children
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

VU20280 DEVELOP A NOVEL TO A SECOND DRAFT
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit covers the knowledge and skills required to develop an existing draft of a fictional narrative suitable for a novel
Required Reading: No required text
Assessment: Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

VU20832 WRITE FICTION
Locations: St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop works of fiction using a range of formats and approaches suitable for publication.
Required Reading:no required text
Assessment:-Detailed knowledge of research techniques. -Ability to develop a concept for a particular audience -Knowledge of the current state of the fiction market -Ability to develop a work of fiction from concept to written draft. -Ability to experiment with a range of formats and approaches to writing the fiction material. -Knowledge of writing and editing techniques -Ability to consult and make use of feedback

VU20833 COORDINATE EDITING AND PRE-PRODUCTION PROCESSES FOR A PUBLICATION
Locations: St Albans.
Prerequisites:VU20278 - REFINE EDITING SKILLS
Description: This unit describes the performance outcomes, skills and knowledge

required to manage the processes of editing and refinement of the range of content suitable for publication.

Required Reading: No required text

Assessment: The demonstrated ability to: -Coordinate editing and production processes of a publication from concept to pre-print stage -Liaise with production personnel, publishers, clients and content creators to facilitate production of the final publication -Liase with industry personnel to achieve professional standards

WDC1000 THE CREATIVE PROCESS

Locations: Footscray Nicholson, Footscray Park, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit of study provides an introduction to creative processes and to systems that can be applied to creative thinking and generation of ideas. Students will be presented with a variety of ways to enhance their own creative processes, as well as tools to evaluate the appropriateness and success of their ideas. Students will also be encouraged to explore the notion of risk-taking and to examine how failure can be a driver towards success. This unit aims to introduce students to creative process, develop knowledge and skills in systematic approaches to the creative process, examine the value of risk-taking in the creative process,examine failure as a tool for innovation, engage students' own creativity as a tool for generating innovative responses to problems, enhance oral communication and presentation skills, and provide students with the skills to critically evaluate their own work.
Credit Points:12

Learning Outcomes: On successful completion of this unit students are expected to:

- Demonstrate knowledge of different approaches to the creative process;
- Analyse processes of creative thinking and critical reflection;
- Generate original and creative ideas; and
- Demonstrate an increased awareness of the role of risk-taking and failure in creativity.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading:WDC1000 Book of Readings (current year), available from the University Campus bookshop.
Assessment: Assignment, Analyse own creative process, 20%. Portfolio, Portfolio of creative arts ideas, 40%. Project, Design creative industry project, 40%. Total effective word limit 3000 words.

WDC1001 CRITICAL THINKING

Locations: Footscray Nicholson, Footscray Park, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit aims to build a solid foundation of core study skills, for use at university and in other professional and community settings. This includes skills related to: note taking, group discussions, research (including library and online database work), essay writing, and formal presentations. This unit introduces critical thinking and examines how we know what we know, what it means to be human, and how academic study might help us to answer these and other 'big' questions. A key theme of this unit relates to the way knowledge is a constructed, contested and

changing phenomenon in an increasingly globalised context.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to:

- Construct accurate and meaningful notes taken during lectures and workshops, and when reading various 'secondary sources', such as textbooks, academic articles, press materials, films/videos, radio, or world wide web/internet;
- Locate relevant texts through advanced library searches, including other catalogues and online services (e-reserve);
- Demonstrate the ability to write in a clear and well argued manner suitable for academic purposes; and
- Use Harvard referencing system appropriately.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading:WDC1001 Book of Readings (current year), available from the University Campus bookshop.
Assessment: Essay, Essay reviewing a cultural event to demonstrate analytical and creative thought. Academic summarising and Harvard referencing skills must be included, 60%. Presentation, Using a variety of media in conjunction with verbal presentation to present outcomes of event review., 40%. Total effective word limit 3000 words.

WDC1002 CREATIVE INDUSTRIES

Locations: Footscray Nicholson, Footscray Park, City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. This unit of study provides an introduction to the creative industries and addresses the role of the creative industries in the commercial and social environment. Students examine the changes that have occurred in the creative industries profile and examine the impact of new technologies on industry practices. The unit gives students the opportunity to investigate a specific creative industry, examining current work practices and identifying emerging skill requirements for that industry. The unit allows for interaction with industry experts. This unit aims to introduce students to the range of creative industries that incorporate arts professionals, address the rise of the creative industries in Australian and international contexts, examine work practices specific to these industries, investigate the role of new technologies within these industries, develop skills to explore and identify opportunities for participation in the creative industries.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Demonstrate an awareness of the role of arts professionals in the creative industries;
- Understand the history and growth of the creative industries;
- Explore employment opportunities in the creative industries;
- Develop practical skills for participation in the creative industries; and
- Demonstrate awareness of professional practices, behaviour and attitudes.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: Caves, RE 2000, Creative industries: contracts between art and commerce, Massachusetts: Harvard University Press

Assessment: Journal, Reflective of individual industry focus, 30%. Assignment, Explore creative industry history and context, 40%. Presentation, Case study of a creative industry practice, 30%. Total effective word limit 3000 words.

WDC1003 CREATIVE TECHNOLOGIES

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

Prerequisites: Nil.

Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. The internet is a primary communication tool for individuals, communities, organisations and corporations. Developments in online technology are changing the way the creative industries and arts organisations operate. This encourages the development of engaging design and new art forms. Understanding how the internet functions and gaining skills needed to create quality online content are essential for all creative arts industry professionals. In this unit, students research and implement a selection of internet systems and frameworks to gain experience in and knowledge of these ubiquitous technologies. Students will develop the necessary basic skills to create an individual website, construct a blog with relevant content related to project development and creative practice, contribute to a wiki about creative online technologies and participate in individual and group activities that simulate a creative industries studio-based environment.

Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Demonstrate a foundational knowledge of relevant computer systems and software;
- Create a website and a blog using a variety of professional tools including industry standard software;
- Apply basic interface design and usability theory in practical work;
- Apply good practice in teamwork and team dynamics in production and research; and
- Demonstrate competency with existing Internet tools and technologies

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading:WDC1003 Book of Readings (current year), available from the University Campus bookshop.

Assessment: Presentation, Group presentation and development of online resources (Wiki), 20%. Project, Design specification for website, 15%. Project, Individual website, 40%. ICT (Wiki, Web sites), Blog for journal reflection, 25%. Total effective word limit 3000 words.

WDC1020 NEW PERSPECTIVES IN DRAWING

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit is a series of contemporary studio-based drawing classes in which students develop skills in observational visual techniques. Practical studio projects include the development of the skills of life drawing, composition, mark-making, colour, texture, tone and contour. Students complete and archive weekly

studio projects and visual exercises to create a comprehensive folio of drawings for assessment.

Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Produce finished artworks incorporating observational drawing techniques that successfully represent and communicate a concept;
- Work with a variety of drawing materials and art production techniques;
- Respond and engage creatively with a range of practical drawing projects;
- Critically analyse the qualities of works of art produced and articulate this effectively to others; and
- Apply the principles of sustainable, safe professional studio practice for effective collaborative and individual artistic production.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: Lee-Gaston, G 2008, Drawing the figure from life, South Australia: Axiom Hoptman, L 2002, Drawing now: eight propositions, New York: MOMA Garner, S 2008, Writing on drawing: essays on drawing practice and research, Bristol: Intellect

Assessment: Portfolio, Preliminary - consisting of 4 drawings and written proposal/concept statement, 30%. Practicum, Ongoing assessment of weekly practical studio projects, 20%. Portfolio, Final - consisting of presentation of 12 finished drawings, 50%. Total effective word limit 3000 words.

WDC1021 NEW PERSPECTIVES IN PAINTING

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit of study aims to develop practical skills in painting via an intensive series of studio based classes incorporating a range of art materials. Lectures address a range of significant historical artworks from the Renaissance to the emergence of modernism in the twentieth century. Practical studio projects ; outline the way paintings are produced through the use of experimentation and ongoing refinement.. Regular individual and group tutorials will involve discussion and constructive critique of the artworks produced. Materials incorporated will include traditional and contemporary painting materials and techniques. Assessment will involve presentation of a final folio of finished artworks in response to weekly studio projects, completion of a written research assignment about a current art exhibition and maintaining a visual diary.

Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to:

- Collate, archive and develop ideas, visually and in writing, consistently over time in a visual diary;
- Demonstrate understanding of how to use a variety of painting materials and art production techniques and engage creatively with a range of practical painting projects;
- Produce and present a folio of painting based on the plan of work;
- Critically analyse the qualities of works of art produced and articulate this effectively to others verbally; and

- Apply the principles of sustainable, safe professional studio practice for effective collaborative and individual artistic production.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: New, J 2005, Drawing from life: the journal as art, New York: Princeton Architectural Press Hopwood, G 2009, Handbook of art : a history of painting, sculpture and architecture from the earliest times to the present day, Marrickville, NSW: Science Press 2009
Assessment: Practicum, Ongoing assessment of weekly practical studio projects, 35%. Journal, Reflective visual archive, 25%. Portfolio, Presentation of six finished artworks, 40%. Total effective word limit 3000 words.

WDC1030 CREATIVE WRITING
Locations: City Flinders, St Albans.
Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. The unit of study introduces students to the creative writing strand in the professional writing specialisation. The unit focuses on understanding essential elements of fiction writing and the structures used in longer works and scripts. Students read a variety of writings to highlight techniques and develop cultural awareness of aspects of storytelling forms. Students also read the published work of professional writing students in the literary magazine Offset and the community magazine Platform and are encouraged to contribute to both. The unit also features short film screenings and guest lectures by creative writers.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students will:

- have an understanding of what is required to create a range of fiction works, including novels, short stories and scripts;
- have increased their skills in writing and revision, and developed craft skills in characterisation, plotting, dialog and description;
- be able to read more critically and have developed skills in critiquing and reworking their own writing;
- have an understanding of basic structures in contemporary storytelling, including multi-threaded works; and
- be able to analyse the structure of a given work and use these aspects to better structure their own writing.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Casterton, J 2006, Creative writing: a practical guide, London: Palgrave Macmillan WDC1030 Book of Readings (current year), available from the University Campus bookshop.
Assessment: Essay, Analyse structure of a novel or film, 10%. Creative Works, Character sketch/Short scene, 20%. Creative Works, Chapter/Short Story/Script, 30%. Creative Works, A dramatic scene, pinpointing each structural element, plus a reflection scene, 20%. Creative Works, Analyse the plot points of a well-known cultural story, then write a new version using this structure, 20%. Total effective word limit 3000 words.

WDC1031 NON-FICTION WRITING
Locations: Footscray Park, City Flinders, St Albans.

Prerequisites: Nil.
Description: This unit is a preparatory unit designed to build academic language, literacy and numeracy skills in students using vocational delivery and assessment methods. It aims to give students experience of the decision-making, planning and refining process involved in the non-fiction workplace. The unit introduces students to the non-fiction writing strand in the specialisation of professional writing. The unit focuses on understanding and writing for different readerships in online and print publications and teaches key techniques for writing profiles, news and feature stories and speeches. Students read a variety of media material to highlight methods and structures for writing non-fiction for entertainment and information. Sessions include historical development of the media industries, their contemporary context, and the roles of journalists and editors in the media. The unit also features guest lectures by media writers.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to:

- Analyse and discuss diverse types of media writing;
- Practise the key elements of advertising, copywriting and design, journalistic research and feature writing, and PR writing for media campaigns;
- Explain and critique their own media writing in relation to media writing conventions and to the work of published media writers, and constructively critique the work of their peers;
- Describe the historical and contemporary social and industrial contexts of the advertising, journalism and PR industries, and current work practices in these industries; and
- Apply their understanding of the above contexts and work practices to their own media writing practice.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading:WDC1031 Book of Readings (current year), available from the University Campus bookshop.
Assessment: Assignment, Analysis of readership, 10%. Assignment, Non-fiction book proposal, 30%. Report, One long feature article, 30%. Portfolio, Folio of interviews and short features, and associated pitches to publishers, 30%. Total effective word limit 3000 words.

WDC1040 PERFORMANCE PRACTICES
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit of study gives students a practical understanding of ethical and productive practices for dance, drama and performance. Students learn how to work autonomously and collaboratively. Standing, sitting, walking, laying, seeing, listening, smelling, tasting and touching are used as key organising elements to introducing warm-up, compositional and improvisational skills in textual, visual and kinetic performance modes.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to:

- Identify ethical and productive ways of approaching and interacting with spaces and places, themselves, and others;

- Demonstrate the basic performance elements of standing, sitting, walking, lying, seeing, listening, smelling, touching and tasting;
- Implement basic skills in 'warming-up' for composing, improvising and developing work for performance, dance and drama alone and with others; and
- Articulate an introductory understanding of textual, visual and kinetic performance modes.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading:WDC1040 Book of Readings (current year), available from the University Campus Bookshop
Assessment: Practicum, Completion of studio based practical tasks and processes, 50%. Journal, Documentation of process, 20%. Creative Works, Performance presentations, 30%. Total effective word limit 3000 words.

WDC1041 PERFORMANCE IN CONTEXT
Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit of study exposes students to a range of contemporary performance, dance and drama through attending and/or viewing documentation of selected performances. Students construct a performed response to these works either as a solo or group presentation. The unit provides students with an understanding of the cultural context of the performance and how that changes through (re)sitting, (re)presenting and (re)interpretation. It broadens their understanding of what a performance, dance or drama could be.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Critically analyse and articulate through performance aspects of composition in dance, drama and performance;
- Demonstrate an introductory understanding of the range and depth of contemporary performance, dance and drama;
- Analyse the internal structure and substance of a number of live contemporary performances, including dance and drama; and
- Demonstrate ways in which performances are constructed and how performances may be re-makings of other performances.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading:WDC1041 Book of Readings (current year), available from the University Campus Bookshop
Assessment: Practicum, completion of practical tasks and processes within workshop classes, 50%. Journal, Documentation of process, 20%. Creative Works, Performance presentations, 30%. Total effective word limit 3000 words.

WDC1050 INTRODUCTION TO MUSIC TECHNOLOGY
Locations: This unit may also be offered at Kindred Studios in Yarraville..
Prerequisites: Nil.
Description: This unit of study provides an introduction to the essential roles digital technologies perform in modern music composition, production, recording and performance. A brief historical and cultural overview of music technology provides a context for appreciating the techniques commonly used today and in the future.

Students learn basic theoretical principles of digital audio and MIDI, with an emphasis on musical applications. Various computer-based techniques are introduced, including MIDI sequencing and control, digital audio editing, mixing and processing, plug-ins and 'virtual instruments', and music notation for composition and arranging. Students are asked to consider and discuss the influences of software-based tools, digital media and the Internet on modern music composition, production and distribution, and how these tools influence the practices of professional musicians today.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to be able to:

- Demonstrate knowledge and understanding of key theoretical concepts and terminology related to music technology;
- Operate a range of industry-standard music software including MIDI sequencers, digital audio workstations and music notation software;
- Apply their skills and knowledge of technology to compositional, recording and performance contexts; and
- Critique the history and culture of technology in music, and how this relates to the modern professional musician.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.
Required Reading: Puckette, M 2007, The theory and techniques of electronic music, Singapore: World Scientific Publishing Co Vines, RD 2008, Composing digital music for dummies, Hoboken: John Wiley & Sons Inc
Assessment: Creative Works, MIDI sequencing project, 30%. Creative Works, Score notation exercise, 20%. Creative Works, Digital audio editing and mixing project, 30%. ICT (Wiki, Web sites), Discussion forum participation, 20%. Total effective word limit 3000 words.

WDC1051 MUSIC THEORY AND PRACTICE
Locations: This unit may be offered at Kindred Studios in Yarraville..
Prerequisites: Nil.
Description: This unit of study introduces students to the practice and theory of music. Students develop an understanding of music theory, aural skills and how to develop and perform music in contemporary styles and genres. Students explore the stylistic, harmonic and rhythmic aspects of popular and contemporary music. Students apply theoretical knowledge in practical ensemble workshops where they develop skills in selecting, negotiating, preparing and performing repertoire. Workshop facilitators assist students to develop technical fluency, arrangement skills, interpretation and musical expression on their instrument(s) within an ensemble context.
Credit Points:12

Learning Outcomes: On successful completion of this unit, students are expected to:

- Demonstrate an understanding of major and minor chords, scales and intervals;
- Demonstrate an understanding of basic music notation;
- Demonstrate an understanding of basic rhythmic phrasing, tempo and time signatures;
- Perform repertoire for a short recital program;
- Contribute effectively as part of an ensemble;

- Develop and maintain a written practice journal; and
- Develop and apply interpretative skills and overall musicianship.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: Tagliarino, B 2006, Music theory: a practical guide for all musicians, Milwaukee: Hal Leonard Pilhofer, M & Day, H 2007, Music theory for dummies, New Jersey: John Wiley & Sons Inc

Assessment: Exercise, Weekly theory and aural exercises, 25%. Examination, Theory exam, 25%. Performance, Recital (15 minutes), 25%. Other, Ensemble participation - including journal entries, 25%. Total effective word limit 3000 words.

WDC1060 DESIGN FOR DIGITAL MEDIA

Locations: City Flinders.

Prerequisites: Nil.

Description: This unit of study introduces students to the principles and practical application of electronic design for the screen. It examines the design practices and processes of digital media, including static, temporal and interactive media. The platforms explored are web, interactive and mobile platforms. Topics explored include: processes to create a design concept, branding, trends in design, and effective visual communication. The visual literacy and technical skill sets of students will be developed, including image development, written and oral communication skills required by a visual designer. Students will be given guidance about how to research, design and develop a folio. Assessment tasks combine creativity with theoretical, technical skills and knowledge.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to:

- Demonstrate critical understanding of how design functions in a multimedia production;
- Utilise creative skills to conceptualise and execute design principles in practical contexts;
- Identify the process required to execute a design within a specific context;
- Explain the process required to undertake design research; and
- Evaluate needs of audience/client groups in design process.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: WDC1060 Book of Readings (current year), available from the University Campus bookshop

Assessment: Assignment, Written design brief, 20%. Project, Industry market needs analysis, 20%. Exercise, Two major practical works, 60%. Total effective word limit 3000 words.

WDC1061 SOUND AND VIDEO FOR DIGITAL MEDIA

Locations: Footscray Park, City Flinders.

Prerequisites: Nil.

Description: Multimedia professionals need to be experts in producing digital forms of the 'old' recorded arts such as video, sound and text, as well as experts in putting these old forms together into new digital forms. This unit of study examines some of the technological developments that have made possible the computer mediated forms of artistic expression and communication. It examines some of the conventions of visual language, techniques for shooting and editing digital video, and the operation of sound with digital video. The unit of study includes a special focus on sound production and editing. Guest lecturers from the multimedia industry will showcase their work and discuss contemporary issues in digital video and sound production.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students are expected to:

- Demonstrate an understanding of the principles of visual, aural and media literacy for the development and production of digital video and sound;
- Demonstrate competency in assembly of video and audio content
- Investigate the interconnections between sound and digital video; and
- Analyse and practice the management process required to plan, shoot and edit sound and video projects.

Class Contact: This unit will have 90 contact hours per semester that is broken down into 5 hours per week over an 18 week semester.

Required Reading: Cox, C & Warner, D 2004, Audio culture: readings in modern music, New York: Continuum Jordan, L 2005, Final cut pro HD: hands-on training, Berkley: Peachpit Press

Assessment: Project, Soundscape, 20%. Project, Video script and storyboard, 20%. Creative Works, Video project, 40%. Test, Accumulative assessment, 20%. Total effective word limit 3000 words.

WDC1070 DEVELOP SELF AS ARTIST

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit of study aims to invite students to deepen an understanding of themselves as creative agents. Students are encouraged to examine the impetus for their own creativity and to discover ways of developing an integrative, sustainable approach to the creative process. This unit aims to: develop an understanding of sustainable arts practice; develop skills to identify meaning and context for artistic work; examine the role of the artist's self in the creative process; help students discover confidence in and consolidate own voice; encourage students to develop a greater awareness of the role of artist within the context of community.

Credit Points: 12

Learning Outcomes: On successful completion of this unit, students should be able to:

- Analyse the impetus for creativity
- Evaluate sustainability for on-going artistic practice
- Identify ways of integrating on-going creative practice within the context of a wider community
- Develop an awareness of self as agent in creative process

Class Contact: This unit will have 90 contact hours per semester which is broken down into 5 hours per week over an 18 week semester

Required Reading: Book of readings (current year), available from unit coordinator

Assessment: Presentation, Evaluate impetus for creativity and sustainable practice, 40%. Portfolio, Creative practice folio: Documentation of on-going practice, 60%. Total effective word limit 3000.

WDC1071 IMMERSION PROJECT

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit introduces the student to the application of content, practice or skills-based immersion experiences within the artistic process. Students will devise and implement their own immersion project. This unit aims to introduce self-guided proximity for understanding artistic orientation; evaluate the significance of objects, events, the flow of time, the self, and others, as these things arise and are experienced by the student; allow the student to negotiate diverse cultural understandings and difference; develop skills in documentation of practice, such as writing, recording, filming, collecting; and assist in refining artistic aesthetics through imagining, planning and implementing a self guided immersion project.

Credit Points:12

Learning Outcomes: On successful completion of this unit, students should be able to:

- Plan and implement a self-guided immersion project focussing on an aspect of own artistic process
- Analyse the effect of immersion on creative impetus
- Develop journal & notation skills for own arts practice
- Develop processes of reflecting on and documenting lived experience

Class Contact: This unit will have 90 contact hours per semester which is broken down into 5 hours per week over an 18 week semester

Required Reading: Book of Readings (current year), available from unit coordinator

Assessment: Journal, Folio/Journal - Documenation of immersion project, 50%. Presentation, Formulate effect of immersion on creative impetus , 50%. Total effective word length 3000.

SCHOOL OF SPORT & SCIENCE

Below are details of courses offered by the School of Sport & Science in 2013.

This information is also available online on the University's searchable courses database at www.vu.edu.au/courses

ADVANCED DIPLOMA OF REMEDIAL MASSAGE (MYOTHERAPY)
Course Code:21920VIC
Campus: Footscray Park, Whitten Oval - Footscray.

About this course: The Advanced Diploma of Remedial Massage (Myotherapy) is a hands on course. You will learn the physical assessment and treatment skills needed for the preventative, corrective and rehabilitation phases of musculoskeletal care. This course builds on the skills taught in the Diploma of Remedial Massage so you can work with more complex cases. You will increase your employability in the industry by gaining skills in: leadership and counselling finance management in small business clinical assessment myotherapy practice myotherapy treatments including dry needling

Course Objectives: This qualification provides the theoretical and practical training in planning, applying and assessment massage treatments to utilise in the preventative and corrective rehabilitation phases of musculatosketal care. Graduates will be able to job ready and practise as a myotherapist in the health clinic or own practise and have the option to apply for membership to a Professional Association.

Careers: Massage Therapist Graduates will be able to apply to register as a recognised accredited professional Myotherapist with the ability to work in private practice and multi-disciplinary medical settings.

Course Duration:9 months

Admission Requirements Year 12:VTAC Completion of the Certificate IV/Diploma of Remedial Massage or equivalent.

Admission Requirements Mature Age:VTAC Completion of the Diploma of Remedial Massage or equivalent. Applicants are encouraged to apply and may be required to have relevant employment or evidence of experience and/or ability to meet the demands of the program.

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE

To gain the award of Advanced Diploma of Remedial Massage (Myotherapy) participants must complete all eleven (11) units of competency, made up of six (6) common units and five (5) specialist units. Participants who do not complete the full course will be awarded a Statement of Attainment listing those units they have successfully completed.

Core Units

BSBINM601A	MANAGE KNOWLEDGE AND INFORMATION	80
CHCADMIN4B	MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES	90
CHCCOM3C	UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS	55
HLTHIR505C	PROVIDE LEADERSHIP IN PROMOTING EFFECTIVE WORK PRACTICES IN HEALTH	30
HLTIN403C	IMPLEMENT AND MONITOR INFECTION CONTROL POLICY AND PROCEDURES	50
HLTNUT601C	APPLY LITERATURE RESEARCH FINDINGS TO CLINICAL PRACTICE	40

Elective Units

VPAU430	WORK WITHIN A MYOTHERAPY FRAMEWORK	80
VPAU431	APPLY MYOTHERAPY CLINICAL ASSESSMENT FRAMEWORK	50
VPAU432	PERFORM MYOTHERAPY CLINICAL ASSESSMENT	100
VPAU433	PLAN MYOTHERAPY TREATMENT STRATEGY	120
VPAU434	PROVIDE MYOTHERAPY TREATMENT	150

CERTIFICATE IV IN MASSAGE THERAPY PRACTICE
Course Code:HLT40307
Campus: Industry, City King St.

About this course: In this course you will learn the practical skills and theoretical knowledge to perform relaxation, therapeutic and sports massages. Graduates of this course can enter the Diploma of Remedial Massage. While studying this course, you have the opportunity to work alongside the medical team of AFL club the Western Bulldogs, providing sports massages to the players.

Course Objectives: The course is designed to develop workplace knowledge and skills in relaxation and therapeutic massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments.

Careers: This qualification covers work for a massage therapist at a basic level. It provides skills in therapeutic, sports and relaxation massage including basic health assessment and treatment. With this qualification, therapists can work in a clinic, with athletes, aged care facility, health service, health spa facility and in palliative care in a hospital or facility.

Course Duration:0.5 years

Admission Requirements Year 12: Successful completion of year 12 or equivalent

Admission Requirements International:IELTS 5.5 or equivalent

Admission Requirements Mature Age: Relevant industry experience as assessed by the University

Selection Processes: Direct Entry, Interview, Written Application, VTAC, OtherVTAC for Jan intake only Direct Application for mid year intake only Preference will be given to students who can provide evidence of completion of a short course in Massage.

COURSE STRUCTURE

The course is offered on a full-time basis over 0.5 years. The course is offered on a full-time basis only.

A total of 15 units are required for this qualification, comprising of 10 common units and 5 specialisation units.

Core Units of Study

BSBWOR203A	WORK EFFECTIVELY WITH OTHERS	15
HLTCOM404C	COMMUNICATE EFFECTIVELY WITH CLIENTS	30
HLTCOM405C	ADMINISTER A PRACTICE	30
HLTCOM406C	MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN	40
HLTCOM408C	USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY	40
HLTFA301C	APPLY FIRST AID	18
HLTHIR301B	COMMUNICATE AND WORK EFFECTIVELY IN HEALTH	20
HLTOHS300B	CONTRIBUTE TO OHS PROCESSES	20
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	20
HLTAP401B	CONFIRM PHYSICAL HEALTH STATUS	90

Specialisation Units

HLTREM401C	WORK WITHIN A MASSAGE FRAMEWORK	20
HLTREM406C	PROVIDE MASSAGE TREATMENT	240
HLTREM407C	PLAN MASSAGE TREATMENT	20
HLTREM408C	APPLY MASSAGE ASSESSMENT FRAMEWORK	20
HLTREM409C	PERFORM MASSAGE HEALTH ASSESSMENT	100

DIPLOMA OF REMEDIAL MASSAGE
Course Code:HLT50307
Campus:Industry, Footscray Park, Whitten Oval, West Footscray.

About this course:The Diploma of Remedial Massage will teach you the hands on practical skills of remedial massage as well as the theoretical knowledge required to assess your clients' soft tissue dysfunction. You will learn how to provide remedial treatment to clients with a specific need. Your studies will include injury management and rehabilitation, anatomy and physiology, pathophysiology, pathology and postural assessment. By studying this course you are eligible to apply for a paid Cadetship with AFL club the Western Bulldogs. Successful students are supervised by the club's medical team with the possibility of ongoing employment. The aim of the Cadetship is to assist in launching a career specialising in Remedial Massage to elite athletes.

Course Objectives:The Diploma in Remedial Massage is designed to develop workplace skills and knowledge in relaxation, therapeutic, sports and remedial massage. This incorporates the planning, applying and performing basic health assessment necessary for massage treatments. It covers the provision of remedial massage to a variety of clients with specific needs such as injury management, rehabilitation and palliative care.

Careers:This qualification provides the skills required for competence in remedial massage practice and practitioners at his level may be self employed as independent practitioners or may work within a large health service.

Course Duration:1 year

Admission Requirements Year 12:Successful completion of Certificate IV in Massage Therapy Practice HLT40307

Admission Requirements International:IELTS 5.5 or equivalent and Successful completion of Certificate IV in Massage Therapy Practice HLT40307

Admission Requirements Mature Age:Successful completion of Certificate IV in Massage Therapy Practice HLT40307

Selection Processes:Interview, Written Application, VTAC

COURSE STRUCTURE

In the Diploma of Remedial Massage there are 6 compulsory units, 5 specialisation units and 3 electives required for award of this qualification.

HLTCOM502C	DEVELOP PROFESSIONAL EXPERTISE	40
HLTCOM503D	MANAGE A PRACTICE	50
CHCORG428A	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE	120
HLTHIR506C	IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS	50
HLTAP501C	ANALYSE HEALTH INFORMATION	30
HLTHIR501C	MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT	20
HLTREM502C	PROVIDE REMEDIAL MASSAGE TREATMENT	240
HLTREM503C	PLAN REMEDIAL MASSAGE TREATMENT STRATEGY	40
HLTREM504C	APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK	40
HLTREM505C	PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT	200
HLTREM510B	PROVIDE SPECIALISED REMEDIAL MASSAGE TREATMENTS	40
HLTHIR404D	WORK EFFECTIVELY WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE	20
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	20

HLTREM512C	PROVIDE REMEDIAL MASSAGE TREATMENTS WITHIN A CORPORATE SETTING	50
HLTREM513C	PROVIDE REMEDIAL MASSAGE TREATMENT TO ATHLETES	50
CHCICS301B	PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS	50
HLTCOM510B	PROVIDE SERVICES TO CLIENTS WITH CHRONIC DISEASES OR CONDITIONS	50
HLTCOM509B	PROVIDE SERVICES FOR PEOPLE WITH A LIFE CHALLENGING ILLNESS	50
HLTREM511B	PROVIDE REMEDIAL MASSAGE TREATMENT FOR WOMEN AND CHILDREN	50
CHCAC318B	WORK EFFECTIVELY WITH OLDER PEOPLE	30

CERTIFICATE II IN OUTDOOR RECREATION
Course Code:SIS20210
Campus: Industry, Footscray Park, Harvester College.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in performing core skills in outdoor recreation environments and assisting with the conduct of a range of outdoor activities. Work may be undertaken as part of a team and would be performed under supervision. Work would be undertaken in field locations such as camps or in indoor recreation centres or facilities, in differing environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

Careers: The following are job roles for this qualification:

- outdoor activity assistant
- outdoor participant

Course Duration:1 year

Admission Requirements VET: As per VETiS arrangement with the Secondary School

Selection Processes: Direct Entry

COURSE STRUCTURE

To qualify for the Certificate II in Outdoor Recreation participants must successfully complete a total of 15 units of study, comprising of 5 core units and 10 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units

HLTFA301B	APPLY FIRST AID	18
SISOODR201A	ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS	20
SISOOPS201A	MINIMISE ENVIRONMENTAL IMPACT	10
SISXIND101A	WORK EFFECTIVELY IN SPORT AND RECREATION ENVIRONMENTS	25

SISXOHS101A	FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICIES	10

Elective Units (10 required, as per the Training Package rules and the University's selection)

SISOABA201A	DEMONSTRATE ABSEILING SKILLS ON ARTIFICIAL SURFACES	8
SISOABN202A	SAFEGUARD AN ABSEILER USING A SINGLE ROPE BELAY SYSTEM	15
SISOBWG201A	DEMONSTRATE BUSHWALKING SKILLS IN A CONTROLLED ENVIRONMENT	10
SISONAV201A	DEMONSTRATE NAVIGATION SKILLS IN A CONTROLLED ENVIRONMENT	10
SISOCYT201A	SELECT, SET UP AND MAINTAIN A BIKE	10
SISOCYT202A	DEMONSTRATE BASIC CYCLING SKILLS	12
SISOCNE201A	DEMONSTRATE SIMPLE CANOEING SKILLS	20
SISOCNE202A	PERFORM DEEP WATER RESCUES	20
SISOCLA201A	DEMONSTRATE TOP ROPE CLIMBING SKILLS ON ARTIFICIAL SURFACES	10
SISXCAI102A	ASSIST IN PREPARING AND CONDUCTING SPORT AND RECREATION SESSIONS	15

CERTIFICATE II IN SPORT AND RECREATION
Course Code:SIS20310
Campus: Industry, Footscray Park, Harvester College.

About this course: Launch your career in the field of sport and recreation. Learn to teach the fundamental skills and tactics of various sports. The Certificate II is offered as VET in schools (VETiS).

Course Objectives: This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in a generalist capacity. Likely functions for someone with this qualification can include providing support in the provision of sport and recreation programs, grounds and facilities maintenance, routine housekeeping, retail and customer service assistance, administrative assistance or bar and café service in locations such as fitness centre, outdoor sporting grounds or complexes or aquatic centres. All job roles are performed under supervision.

Careers: The following are job roles for this qualification:

- recreation assistant
- administration assistant
- grounds assistant
- retail assistant

Course Duration:1 year

Admission Requirements VET: As per VETiS arrangement with Secondary School

Selection Processes: Direct Entry

COURSE STRUCTURE

To qualify for the Certificate II in Sport and Recreation participants must successfully complete a total of 11 units of study, comprising of 5 core units and 6 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units

BSBWOR202A	ORGANISE AND COMPLETE DAILY WORK ACTIVITIES	20
HLTFA301B	APPLY FIRST AID	18
SISXEMR201A	RESPOND TO EMERGENCY SITUATIONS	18
SISXIND101A	WORK EFFECTIVELY IN SPORT AND RECREATION ENVIRONMENTS	25
SISXOHS101A	FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICIES	10

Elective Units (6 required, as per the Training Package rules and the University selection)

ICAICT203A	OPERATE APPLICATION SOFTWARE PACKAGES	60
SIRXCLM001A	ORGANISE AND MAINTAIN WORK AREAS	20
SIRXMER001A	MERCHANDISE PRODUCTS	30
SIRXSLS001A	SELL PRODUCTS AND SERVICES	20
SIRXSLS002A	ADVISE ON PRODUCTS AND SERVICES	30
SISCAQU201A	MONITOR POOL WATER QUALITY	5
SISCAQU202A	PERFORM BASIC WATER RESCUES	10
SISSAFL201A	PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL	20
SISSAFL202A	PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL	20
SISSAFL203A	PARTICIPATE IN CONDITIONING FOR AUSTRALIAN FOOTBALL	20
SISSATH201A	TEACH THE FUNDAMENTAL SKILLS OF ATHLETICS	45
SISSBSB201A	TEACH FUNDAMENTAL BASKETBALL SKILLS	10
SISSBSB202A	TEACH FUNDAMENTAL BASKETBALL TACTICS AND GAME STRATEGY	35
SISSCGP201A	APPLY LEGAL AND ETHICAL COACHING PRACTICES	30
SISSCGP202A	REFLECT ON PROFESSIONAL COACHING ROLE AND PRACTICE	20

SISSCKT201A	PERFORM THE INTERMEDIATE SKILLS OF CRICKET	20
SISSCKT202A	PERFORM THE INTERMEDIATE TACTICS AND STRATEGIES OF CRICKET	20
SISSCNO201A	PERFORM THE INTERMEDIATE SKILLS AND TACTICS OF CANOEING	30
SISSCOP203A	DEVELOP A TRAVEL AND ACCOMMODATION PLAN	5
SISSGLF201A	PERFORM THE A GRADE SKILLS OF GOLF	30
SISSGLF202A	APPLY THE A GRADE TACTICS AND STRATEGIES OF GOLF	15
SISSGLF203A	INTERPRET AND APPLY THE RULES OF GOLF AT THE A GRADE LEVEL	15
SISSGYN201A	TEACH FUNDAMENTAL GYMNASTIC SKILLS	30
SISSMAR201A	TEACH THE INTERMEDIATE SKILLS OF MARTIAL ARTS	20
SISSNTB201A	USE INTERMEDIATE LEVEL NETBALL SKILLS	30
SISSNTB202A	USE INTERMEDIATE LEVEL NETBALL TACTICS AND GAME STRATEGY IN NETBALL PLAY	30
SISSNTB203A	PARTICIPATE IN CONDITIONING FOR NETBALL	20
SISSNTB204A	TEACH FOUNDATION NETBALL SKILLS	20
SISSRGL201A	USE INTERMEDIATE LEVEL RUGBY LEAGUE GAME SKILLS	20
SISSRGL202A	USE INTERMEDIATE LEVEL TACTICS AND GAME STRATEGY IN RUGBY LEAGUE PLAY	20
SISSRGL203A	PARTICIPATE IN CONDITIONING FOR RUGBY LEAGUE	20
SISSRGL204A	TEACH THE SKILLS OF RUGBY LEAGUE FOR MODIFIED GAMES	25
SISSRGU201A	PERFORM FOUNDATION LEVEL RUGBY UNION SKILLS	20
SISSRGU203A	PARTICIPATE IN CONDITIONING FOR RUGBY UNION	20
SISSRGU204A	OFFICIATE JUNIOR LEVEL RUGBY UNION	15
SISSRGU205A	OFFICIATE LOCAL OR DISTRICT LEVEL RUGBY UNION	15
SISSSPT201A	IMPLEMENT SPORTS INJURY PREVENTION	20
SISSSQU201A	TEACH THE FUNDAMENTAL SKILLS OF SQUASH	30
SISSSQU202A	TEACH THE BASIC TACTICS AND STRATEGIES OF SQUASH	15
SISSSUR201A	TEACH THE BASIC SKILLS OF SURF LIFE SAVING	25
SISSSUR202A	OFFICIATE BEGINNER LEVEL SURF LIFE SAVING COMPETITIONS	20
SISSTNS201A	ASSIST IN CONDUCTING TENNIS ACTIVITIES FOR BEGINNER	15

	PLAYERS	
SISSTNS202A	INTERPRET AND APPLY THE RULES OF TENNIS	10
SISSTOU201A	PERFORM THE INTERMEDIATE SKILLS OF TOUCH	35
SISSTOU202A	PERFORM THE INTERMEDIATE TACTICS AND STRATEGIES OF TOUCH	35
SISSTPB201A	TEACH FUNDAMENTAL TENPIN BOWLING SKILLS	15
SISXCAI101A	PROVIDE EQUIPMENT FOR ACTIVITIES	10
SISXCAI102A	ASSIST IN PREPARING AND CONDUCTING SPORT AND RECREATION SESSIONS	15
SISXCCS201A	PROVIDE CUSTOMER SERVICE	15
SISXFAC201A	MAINTAIN SPORT AND RECREATION EQUIPMENT FOR ACTIVITIES	5
SISXFAC202A	MAINTAIN SPORT AND RECREATION FACILITIES	7
SISXIND202A	PROCESS ENTRY TRANSACTIONS	15
SITTVAF001A	PROVIDE VENUE INFORMATION AND ASSISTANCE	20
SITXOHS002A	FOLLOW WORKPLACE HYGIENE PROCEDURES	15
BSBWOR301A	ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT	30
SISOSRF201A	DEMONSTRATE SURF SURVIVAL AND SELF RESCUE SKILLS	15
SISOSRF202A	DEMONSTRATE BASIC SURFING MANOEUVRES IN CONTROLLED CONDITIONS	15
SISOBWG201A	DEMONSTRATE BUSHWALKING SKILLS IN A CONTROLLED ENVIRONMENT	10
SISONAV201A	DEMONSTRATE NAVIGATION SKILLS IN A CONTROLLED ENVIRONMENT	10
SISOMBK201A	DEMONSTRATE BASIC OFF-ROAD CYCLING SKILLS	20
SISOSNK201A	DEMONSTRATE SNORKELLING ACTIVITIES	10
SISOKYK201A	DEMONSTRATE SIMPLE KAYAKING SKILLS	20
SISOOPS202A	USE AND MAINTAIN A TEMPORARY OR OVERNIGHT SITE	10

CERTIFICATE III IN SPORT AND RECREATION

Course Code:SIS30510
Campus: Industry, Footscray Park, Harvester Technical College.

About this course: Take the next step in your career through a course in the sport and recreation industry. Areas of study include instructing swimming and fitness programs and conducting games, competitions and outdoor recreation activities.

Course Objectives: This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in areas such as

maintaining grounds and playing surfaces, providing customer service, housekeeping and or administrative assistance. This qualification also provides for multi skilled roles which combine a range of activities required to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres. All job roles are performed under supervision with some degree of autonomy. You will gain the skills to deliver a sport and recreation service to clients in a recreation facility, learn about event management and how to deal with conflict and have the ability to put these skills into practice through the on the job practice.

Careers: The following are job roles for this qualification:

- recreation assistant
- administration assistant
- grounds assistant
- retail assistant

Course Duration:1 year

Admission Requirements VET: As per VETiS arrangement with Secondary School

Selection Processes: Direct Entry

COURSE STRUCTURE

To qualify for the Certificate III in Sport and Recreation participants must successfully complete a total of 14 units of study, comprising of 7 core units and 7 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units

BSBWOR301A	ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT	30
HLTFA301B	APPLY FIRST AID	18
ICAU2006B	OPERATE COMPUTING PACKAGES	60
SISXCCS201A	PROVIDE CUSTOMER SERVICE	15
SISXEMR201A	RESPOND TO EMERGENCY SITUATIONS	18
SISXOHS101A	FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICIES	10
SISXRSK301A	UNDERTAKE RISK ANALYSIS OF ACTIVITIES	20

VETiS ICA Unit

ICAICT203A	OPERATE APPLICATION SOFTWARE PACKAGES	60

Elective Units (7 required, as per the Schools selection)

SISSSPT303A	CONDUCT BASIC WARM-UP AND COOL-DOWN PROGRAMS	30
SISXCAI303A	PLAN AND CONDUCT SPORT AND RECREATION SESSIONS	20
SISXCAI306A	FACILITATE GROUPS	25

SISXIND403A	ANALYSE PARTICIPATION PATTERNS	20
SISXRES301A	PROVIDE PUBLIC EDUCATION ON THE USE OF RESOURCES	25
SISCAQU306A	SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT	15
SISCAQU307A	PERFORM ADVANCED WATER RESCUES	15
SISCAQU308A	INSTRUCT WATER FAMILIARISATION, BUOYANCY AND MOBILITY SKILLS	20
SISCAQU309A	INSTRUCT CLIENTS IN WATER SAFETY AND SURVIVAL SKILLS	20
SISCAQU310A	INSTRUCT SWIMMING STROKES	20
SISCCRO301A	ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT	10
SISFFIT301A	PROVIDE FITNESS ORIENTATION AND HEALTH SCREENING	15
SISFFIT303A	DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY	35
SISFFIT304A	INSTRUCT AND MONITOR FITNESS PROGRAMS	45
SISFFIT306A	PROVIDE HEALTHY EATING INFORMATION TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES	50
SISOCLA305A	APPLY ROUTE SETTING SKILLS	15
SISOODR302A	PLAN OUTDOOR RECREATION ACTIVITIES	35
SISOODR303A	GUIDE OUTDOOR RECREATION SESSIONS	35
SISOOPS304A	PLAN FOR MINIMAL ENVIRONMENTAL IMPACT	8
SISOOPS306A	INTERPRET WEATHER CONDITIONS IN THE FIELD	20
SISSOGP301A	CONDUCT GAMES OR COMPETITIONS	50
BSBWOR202A	ORGANISE AND COMPLETE DAILY WORK ACTIVITIES	20
SIRXCLM001A	ORGANISE AND MAINTAIN WORK AREAS	20
SISOABA201A	DEMONSTRATE ABSEILING SKILLS ON ARTIFICIAL SURFACES	8
SISOABN202A	SAFEGUARD AN ABSEILER USING A SINGLE ROPE BELAY SYSTEM	15
SISOCLA201A	DEMONSTRATE TOP ROPE CLIMBING SKILLS ON ARTIFICIAL SURFACES	10
SISOCYT202A	DEMONSTRATE BASIC CYCLING SKILLS	12
SISOKYK201A	DEMONSTRATE SIMPLE KAYAKING SKILLS	20
SISOSRF201A	DEMONSTRATE SURF SURVIVAL AND SELF RESCUE SKILLS	15

SISOSRF202A	DEMONSTRATE BASIC SURFING MANOEUVRES IN CONTROLLED CONDITIONS	15
SISSAFL201A	PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL	20
SISSAFL202A	PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL	20
SISSAFL203A	PARTICIPATE IN CONDITIONING FOR AUSTRALIAN FOOTBALL	20
SISSATH201A	TEACH THE FUNDAMENTAL SKILLS OF ATHLETICS	45
SISSBSB201A	TEACH FUNDAMENTAL BASKETBALL SKILLS	10
SISSCGP201A	APPLY LEGAL AND ETHICAL COACHING PRACTICES	30
SISSRGL204A	TEACH THE SKILLS OF RUGBY LEAGUE FOR MODIFIED GAMES	25
SISSSPT201A	IMPLEMENT SPORTS INJURY PREVENTION	20
SISSTPB201A	TEACH FUNDAMENTAL TENPIN BOWLING SKILLS	15
SISXCAI101A	PROVIDE EQUIPMENT FOR ACTIVITIES	10
SISXCAI102A	ASSIST IN PREPARING AND CONDUCTING SPORT AND RECREATION SESSIONS	15
SISXFAC201A	MAINTAIN SPORT AND RECREATION EQUIPMENT FOR ACTIVITIES	5
SISXFAC202A	MAINTAIN SPORT AND RECREATION FACILITIES	7
SISXIND101A	WORK EFFECTIVELY IN SPORT AND RECREATION ENVIRONMENTS	25
SITTVAF001A	PROVIDE VENUE INFORMATION AND ASSISTANCE	20

DIPLOMA OF FITNESS
Course Code:SIS50210
Campus: Industry, Footscray Park.

Course Objectives: This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions within the fitness industry, including working collaboratively with medical and allied health professionals in a broad range of settings, such as fitness facilities, aquatic facilities, community facilities and in open spaces. Those with this level of competency will be expected to provide exercise training to individual clients with specific needs, on a one-on-one or group basis, and may include older clients and children with chronic conditions. Persons with this level of competency will have the ability to implement, evaluate and modify the exercise prescription provided by medical or allied health professionals for clients with specific conditions, within an agreed scope for progression as recommended by referring medical or allied health professionals. Specialised exercise trainers will have the ability to monitor client progress and, in collaboration with medical or allied health professionals, utilise an evidence-based approach to deliver solutions by applying knowledge of physiology and anatomy and the pathology of specific medical conditions.

Careers: The following is a job role of this qualification:

- specialised exercise trainer

Course Duration:1 year

Admission Requirements International:IELTS 5.5, the completion of the specified units of competency (from the Certificate IV in Fitness) and significant vocational experience in the fitness industry

Admission Requirements Mature Age: The completion of the specified units of competency (from the Certificate IV in Fitness) and significant vocational experience in the fitness industry

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE

To qualify for the Diploma of Fitness participants must successfully complete a total of 13 units of study, comprising of 9 core units and 4 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units

SISFFIT523A	DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH CARDIORESPIRATORY CONDITIONS	65
SISFFIT524A	DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH METABOLIC CONDITIONS	80
SISFFIT525A	ADVISE ON INJURY PREVENTION AND MANAGEMENT	70
SISFFIT526A	DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH MUSCULOSKELETAL CONDITIONS	100
SISFFIT527A	UNDERTAKE HEALTH PROMOTION ACTIVITIES TO DECREASE RISK FACTORS AND PREVENT CHRONIC DISEASE	50
SISFFIT528A	APPLY RESEARCH FINDINGS TO EXERCISE MANAGEMENT STRATEGIES	40
SISXCCS404A	ADDRESS CLIENT NEEDS	10
SISXIND405A	CONDUCT PROJECTS	15
HLTFA402B	APPLY ADVANCED FIRST AID	30

Elective Units (4 required, as per the Training Package rules and the University's selection)

SISFFIT529A	DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH A DISABILITY OR NEUROLOGICAL IMPAIREMENT	90
SISFFIT531A	DELIVER PRESCRIBED EXERCIES TO OLDER CLIENTS WITH CHRONIC CONDITIONS	55
SISSSTC301A	INSTRUCT STRENGHT AND CONDITIONING TECHNIQUES	60

SISSSTC402A	DEVELOP STRENGTH AND CONDITIONING PROGRAMS	30
SISFFIT530A	DELIVER PRESCRIBED EXERCISE TO CHILDREN AND YOUNG ADOLESCENTS WITH SPECIFIC CHRONIC CONDITIONS	55
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60

DIPLOMA OF SPORT DEVELOPMENT

Course Code:SIS50610
Campus: Industry, Footscray Park.

Course Objectives: This qualification provides the skills and knowledge for an individual intending to pursue a career in sport development. Occupational outcomes for this qualification can vary from managing competitions, sports venues and facilities and identifying and developing athletes. Work at this level would be undertaken with a high degree of autonomy.

Careers: The following are job roles for this qualification:

- competition manager
- program developer
- talent development manager

Course Duration:1 year

Admission Requirements Year 12: Sucessful completion of VCE or equivalent

Admission Requirements International:IELTS 5.5 or equivalent

Admission Requirements Mature Age: As assessed by the University

Selection Processes: Direct Entry, Interview, VTAC

COURSE STRUCTURE

To qualify for the Diploma of Sport Development participants must successfully complete a total of 20 units of study, comprising of 11 core units and 9 elective units in accordance with the packaging rules specified in SIS10 Sport, Fitness and Recreation Training Package.

Core Units

BSBADM502B	MANAGE MEETINGS	30
ICAU3126B	USE ADVANCED FEATURES OF COMPUTER APPLICATIONS	40
SISXCCS403A	DETERMINE NEEDS OF CLIENT POPULATIONS	20
SISXIND404A	PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES	15
SISXIND406A	MANAGE PROJECTS	30
SISXOHS402A	IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES	12
SISXRSK502A	MANAGE ORGANISATIONAL RISKS	40

SISSCGP308A	PROVIDE DRUGS IN SPORT INFORMATION	5
SISSCGP309A	DEVELOP NUTRITIONAL STRATEGIES	25
SISSCGP310A	SUPPORT ATHLETES TO ADOPT PRINCIPLES OF SPORTS PSYCHOLOGY	30
SISXCAI306A	FACILITATE GROUPS	25

Elective units (9 required, as per the Training Package rules and the University selection)

SISSCGP307A	IMPLEMENT SELECTION POLICIES	15
SISSCGP412A	IMPLEMENT RECOVERY PROGRAMS	25
SISSSPA505A	COORDINATE TEAM OR GROUP MANAGEMENT	30
SISSSPA506A	COORINDATE TEAM OR GROUP ADMINISTRATION	30
SISSSPA507A	DEVELOP VOLUNTEER MANAGEMENT POLICIES	25
SISXCAI305A	CONDUCT INDIVIDUALISED LONG-TERM TRAINING PROGRAMS	60
BSBMKG501B	IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES	70
BSBMKG502B	ESTABLISH AND ADJUST THE MARKETING MIX	60
BSBMKG514A	IMPLEMENT AND MONITOR MARKETING ACTIVITIES	50
SISXIND507A	MANAGE EDUCATION INITIATIVES	35
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	60

UNITS

ACMACR402A ASSESS AND IMPOUND ANIMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of seizing, handling and transporting animals in routine situations according to relevant legislation and organisational policies and procedures in an animal control and regulation environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMACR403A IDENTIFY AND RESPOND TO ANIMAL BEHAVIOUR
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying animals and interpreting their body language and behaviour in the context of an animal control and regulation environment during day-to-day activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMACR404A MANAGE CONFLICT SITUATIONS WITHIN ANIMAL CONTROL AND REGULATIONS ENVIRONMENT
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of handling and resolving disputes and/or conflict situations that may arise in activities undertaken by personnel operating in an animal control and regulation environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMACR406A CARRY OUT POUND PROCEDURES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of providing appropriate management of impounded and surrendered animals including receiving animals, maintaining pound hygiene, providing the appropriate level of care for animals and discharging animals accordingly. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE301A WORK WITHIN AN ANIMAL TECHNOLOGY FACILITY
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of working effectively within an animal technology facility. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Diploma of Animal Technology: Graded - Case Studies, Written tasks. Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE302A CARRY OUT INSTITUTION CONTAINMENT AND EXCLUSION PROCEDURES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of carrying out institution containment and exclusion procedures that are designed to exclude pathogenic organisms from entering an aseptic site and to contain organisms in a particular site. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no text required
Assessment: Diploma of Animal Technology: Graded - Projects Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE303A PREPARE FOR AND MONITOR ANAESTHESIA IN ANIMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of preparing for and monitoring anaesthesia in animals for non-surgical and tissue collection procedures under supervision and would aim to minimise the pain of an animal during the procedure and/or to minimise the risk to the operator during the procedure. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
Required Reading:no required text
Assessment: Diploma of Animal Technology: Graded - Practical assessment and observation, written test, assignments, verbal questions. Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE304A CONDUCT NONSURGICAL PROCEDURES ON ANIMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of conducting non-surgical procedures required to administer substances and take tissue and fluid samples for clinical trial project research purposes. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
Required Reading:no required text
Assessment: Diploma of Animal Technology: Graded - Practical assessment, written questions, written tests, case studies Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMATE305A CONDUCT EUTHANASIA OF RESEARCH ANIMALS
Locations: Werribee.
Prerequisites: Nil.

Description: This unit of competency covers the process of euthanasing research animals under supervision. It has been developed specifically for animal technicians working with and caring for animals used within an animal technology biomedical research or production environment for scientific purposes and teaching purposes. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded - Practical assessment, written tests, assignments, case studies Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMATE501A MANAGE COMPLIANCE IN ANIMAL TECHNOLOGY
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of practising and promoting animal welfare and ethical standards to others in animal technology workplaces and ensuring work practices, documentation and attitudes meet legislative, regulatory and workplace standards. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Written questions, case studies, assignments, project.

ACMATE502A MANAGE AND MAINTAIN HEALTH OF RESEARCH ANIMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the processes of managing the health of animals in a research environment according to the institution's standard operating procedures and relevant codes of practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Written questions, assignments, practical observation

ACMATE503A CARRY OUT POST-MORTEM EXAMINATION OF A RESEARCH ANIMAL
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of conducting a post-mortem examination of a research animal for scientific purposes.
Required Reading:no required text
Assessment: Written questions, assignments, practical observation, cases studies.

ACMATE504A ADMINISTER ANAESTHESIA AND PERFORM SURGERY ON ANIMALS FOR SCIENTIFIC PURPOSES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of preparing personnel, equipment, animals and the facility for anaesthesia and surgical procedures for scientific purposes.
Required Reading: No required text
Assessment: Practical observation, written questions, verbal questions, assignments.

ACMATE505A CARRY OUT ADVANCED BREEDING PROCEDURES
Locations: Werribee.

Prerequisites: Nil.
Description: This unit of competency covers the process of establishing breeding programs for multiple generation production lines, selecting and preparing animals for breeding and implementing breeding and post-mating procedures.
Required Reading: No required reading
Assessment: Practical observation, projects, written questions, case studies, third party evidence.

ACMATE507A MANAGE THE PARTURITION OF TRANSGENIC MICE OR RATS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of stages of natural and caesarean births and management of transgenic mice or rat pups.
Required Reading: No required reading
Assessment: Practical observation, written questions, third party evidence.

ACMCAN308A RELEASE NATIVE ANIMALS TO NATURAL ENVIRONMENT
Locations: Werribee, Weekend workshop at Werribee campus and may include visits to wildlife parks..
Prerequisites: Nil.
Description: This unit of competency covers the process of preparing and successfully releasing native wildlife into their natural environment.
Required Reading: No text required.
Assessment: The evidence required to demonstrate competence in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit. Assessors should ensure that candidates can: - prepare native animals for release - transport and release animals - monitor success of release program, where possible - maintain accurate records. The skills and knowledge required to release native animals to natural environment must be transferable to a range of work environments and contexts and include the ability to deal with unplanned events.

ACMCAS301A WORK EFFECTIVELY IN THE COMPANION ANIMAL INDUSTRY
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of working effectively on an individual basis and with others within the companion animal industry. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMCAS302A PROVIDE ADVICE ON COMPANION ANIMAL SELECTION AND GENERAL CARE
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency covers the process of providing advice to customers on the appropriate selection of companion animals, and on their housing, nutritional and other general care requirements.
Required Reading: No required text
Assessment: The evidence required to demonstrate competence in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit. Assessors should ensure that candidates can: -   provide information

and advice of the housing, nutrition, environmental and general maintenance requirements of a range of companion animals - comply with relevant legislation, regulations and codes of practice, including animal welfare, OHS, sale and transport of companion animals - build relationships and communicate effectively with clients to advise on the suitability of a particular companion animal breed or species to meet their needs - maintain records and follow-up with customers as required.

ACMCAS306A PROVIDE GROOMING SERVICES FOR COMPANION ANIMAL COMFORT

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of providing animal grooming services for companion animals to maintain/restore animal comfort within an established grooming environment.

Required Reading:no required text

Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMCAS307A PROVIDE COMPANION ANIMAL HYDRO-BATHING SERVICES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of providing hydro-bathing services for companion animals following industry recognised bathing procedures.

Required Reading: No required text

Assessment: Practical Obervation, written questions, oral presentation

ACMCAS401A MANAGE COMPLIANCE IN THE COMPANION ANIMAL INDUSTRY

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of managing compliance within the companion animal industry, including the provision of high-level advice to clients on companion animal management and housing needs, maintaining external relationships and keeping records. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Case studies, Scenrio assessment and written questions.

ACMCAS402A MANAGE AND MAINTAIN AVIARIES AND BIRD ROOMS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of determining the housing and maintenance needs of specific species and breeds of birds, maintaining enclosures, detecting and controlling pests and reporting notifiable diseases.

Required Reading:no required reading

Assessment: Presentation, written and verbal tasks

ACMCAS407A PROVIDE PROFESSIONAL COMPANION ANIMAL GROOMING SERVICES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of providing professional pattern and style grooming services for companion animals.

Required Reading: No required text

Assessment: Practical observation, role plays, written questions, verbal questions.

ACMCAS409A PROVIDE TRAINING ADVICE TO COMPANION ANIMAL OWNERS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of developing, conducting and reviewing training plans and programs for companion animals for their owners.

Required Reading:no required text

Assessment: Practical Obervation, assessment, portfolio

ACMCAS410A CONDUCT COMPANION ANIMAL TRAINING CLASSES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of developing, conducting and reviewing training classes for companion animals and their owners.

Required Reading:no required text

Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMGAS201A WORK IN THE ANIMAL CARE INDUSTRY

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the terminology, culture and working conditions of an animal care workplace when working on an individual basis and with others. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: No required text

Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMGAS202A PARTICIPATE IN WORKPLACE COMMUNICATION

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of effectively participating in workplace communications in an animal care and management environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Practical Obervation, role plays, written tests, workplacment and portfolio

ACMGAS203A COMPLETE ANIMAL CARE HYGIENE ROUTINES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the responsibilities and procedures required to provide daily care of animals, including the cleaning of animal housing and grooming or cleaning of animals under supervision. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMGAS204A FEED AND WATER ANIMALS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of preparing, presenting and distributing food and water for animals under supervision and according to workplace

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

Required Reading:no required text

Assessment: Practical Obervation, written questions, oral presentation

ACMGAS205A ASSIST IN HEALTH CARE OF ANIMALS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of providing assistance to experienced staff in the capture, restraint and assessment of animals and the preparation, application and documentation of treatments. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Practical Obervation, written questions, oral presentation

ACMGAS206A PROVIDE BASIC FIRST AID FOR ANIMALS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of providing essential first aid for animals by recognising and responding to an emergency using basic first aid measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where first aid is required.

Required Reading:no required text

Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMGAS207A PROVIDE RECEPTION SERVICES FOR AN ANIMAL CARE FACILITY

Locations: Werribee, Industry.

Prerequisites: Nil.

Description: This unit of competency covers the process of coordinating client (animal owner) appointments or bookings and undertaking office administration and basic financial tasks for an animal care facility.

Required Reading: No text required

ACMGAS208A SOURCE INFORMATION FOR ANIMAL CARE NEEDS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the processes required to gather information on medications and services for animals and relate these to individual animal requirements and audience needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Written questions, role play, oral presentation, portfolio.

ACMGAS209A PROVIDE INFORMATION ON COMPANION ANIMALS, PRODUCTS AND SERVICES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of providing basic information to customers on companion animal training, grooming and/or breeding establishments, and on products and services in a range of companion animal settings.

Required Reading:no required text

Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMGAS210A PREPARE FOR AND CONDUCT A TOUR OR PRESENTATION

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of preparing for a tour or presentation within an animal care facility and conducting it to meet the needs of a wide range of audiences.

Required Reading: No required text

Assessment:assessmnet may include practical assessmnet; class activities; workplace presentations

ACMGAS301A MAINTAIN AND MONITOR ANIMAL HEALTH AND WELLBEING

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of following animal health management practices to monitor animal health via daily observations of behaviour and condition. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded - Practical assessment, written tests, assignment Certificate IV: Practical assessment, written tests, assignment Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMGAS302A PROVIDE ENRICHMENT FOR ANIMALS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of providing behavioural management and enrichment to stimulate, replenish and maintain appropriate behavioural patterns of animals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded - written tests, practical observation, case study assignments, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMGAS303A PLAN FOR AND PROVIDE FOR NUTRITION REQUIREMENTS FOR ANIMALS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of calculating rations based on animal species needs and availability of feedstuffs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded - written tests, practical observation, case study assignments, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMGAS304A CARRY OUT SIMPLE BREEDING PROCEDURES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of planning mating and breeding, parturition or hatching and weaning of animals under supervision. No

licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Diploma of Animal Technology: Graded - Project, written tests, assignments, case studies, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMGAS306A ASSIST WITH CONDITIONING ANIMALS
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit of competency covers the process of conditioning animals in order to modify their behaviour through assisting with formulating and demonstrating a conditioning plan based on operant conditioning techniques.
Required Reading: No required text
Assessment: Practical observation, case studies, scenarios

ACMINF301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES IN ANIMAL WORK
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process required to comply with infection control policies and procedures in animal care workplaces and relevant field locations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Practical Obervation, role plays, written tests, workplacment and portfolio

ACMMIC401A IMPLANT MICROCHIP IN CATS AND DOGS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of competently and aseptically performing microchip implantation procedures on cats and dogs, with minimum discomfort to the animal, for identification and traceability purposes.
Required Reading: No required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMOHS201A PARTICIPATE IN OCCUPATIONAL HEALTH AND SAFETY PROCESSES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process required for an entry level employee to participate in occupational health and safety (OHS) processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading: No required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMOHS301A CONTRIBUTE TO OHS PROCESSES
Locations: Werribee.
Prerequisites: Nil.

Description: This unit of competency covers the process required by an employee to contribute to occupational health and safety (OHS) processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Practical Obervation, role plays, written tests, workplacment and portfolio

ACMOHS401A MAINTAIN OHS PROCESSES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process required by an employee with supervisory responsibilities, to maintain organisational occupational health and safety (OHS) processes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Case Studies, scenarios and written questions.

ACMOHS501A MANAGE OHS PROCESSES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process required by an individual responsible for ongoing management of occupational health and safety (OHS) within an area of management responsibility, where the OHS management processes have been set up by other persons, either internal or external to the organisation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Required Reading:no required text
Assessment: Written questions, case studies, assignments.

ACMSPE301A PROVIDE BASIC CARE OF AMPHIBIANS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying amphibians and their behavioural and physical needs, providing daily care requirements, assisting with behaviour requirements and basic preventative health measures.
Required Reading: No required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMSPE302A PROVIDE BASIC CARE OF BIRDS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying birds and their behavioural and physical needs, providing daily care requirements, assisting with behavioural requirements and basic preventative health measures.
Required Reading: No required text
Assessment: Written and verbal tests, case studies, scenarios, and practical observation. Certificate IV In Veterinary Nursing: also has a portfolio component.

ACMSPE303A PROVIDE BASIC CARE OF COMMON NATIVE MAMMALS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of identifying common native

mammals, their behavioural and physical needs, providing daily care requirements, assisting with behaviour requirements and basic preventative health measures.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded - Practical observation, written tests, asiignments, case studies, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMSPE304A PROVIDE BASIC CARE OF DOGS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of identifying dogs and their behavioural and physical needs, providing daily care requirements, assisting with behavioural requirements and basic preventative health measures.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded - Practical observation, written tests, asiignments, case studies, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMSPE305A PROVIDE BASIC CARE OF DOMESTIC CATS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of identifying domestic cats and their behavioural and physical needs, providing daily care requirements, assisting with behavioural requirements and basic preventative health measures.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded - Practical observation, written tests, asiignments, case studies, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMSPE307A PROVIDE BASIC CARE OF FRESHWATER FISH

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of identifying freshwater fish and their behavioural and physical needs, providing daily care requirements as well as assisting with behavioural requirements and preventative health measures.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded - Practical observation, written tests, asiignments, case studies, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMSPE310A PROVIDE BASIC CARE OF MAMMALS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of identifying mammals and their behavioural and physical needs, providing daily care requirements, assisting with behavioural and basic preventative health measures.

Required Reading: No required text

Assessment: Diploma of Animal Technology: Graded - Practical observation, written tests, asignments, case studies, worksheets. Certificate IV in Companion Animal Services: Written and verbal tests, case studies, scenarios, and practical observation. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMSPE311A PROVIDE BASIC CARE OF NON-VENOMOUS REPTILES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of identifying reptiles and their behavioural and physical needs, providing daily care requirements for non-venomous reptiles as well as assisting with behavioural requirements and preventative health measures.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks, Vet Nursing: Portfolio

ACMSPE312A PROVIDE BASIC CARE OF RODENTS AND RABBITS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of identifying rodents and rabbits and their behavioural and physical needs, providing daily care requirements, assisting with behavioural requirements and basic preventative health measures. Licensing, legislative, regulatory or certification requirements may apply to this unit in relation to keeping rodents and rabbits. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded - written tests, practical observation, case study assignments, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMSUS201A PARTICIPATE IN ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process required to measure current resource use effectively and to carry out improvements, including those that will reduce the negative environment impacts of work practices. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

ACMSUS301A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process required to analyse the workplace in an effective manner in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness

Required Reading:no required text

Assessment: Diploma of Animal Technology: Graded Certificate IV: Case studies and workbook. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

ACMVET201A CARRY OUT VET NURSING RECEPTION DUTIES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of compiling patient (animal) and client (animal owner) histories, maintaining records and consulting the veterinarian as required. No licensing, legislative, regulatory or certification

requirements apply to this unit at the time of publication.

Required Reading:no required text

Assessment: Practical Obervation, role plays, written tests, workplacment and portfolio

ACMVET202A CARRY OUT DAILY CLINIC ROUTINES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of treating patients (animals) on a daily basis, maintaining clinic hygiene and assisting with inventory and clinic security. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Practical Obervation, written questions, oral presentation

ACMVET203A ASSIST WITH SURGERY PREPARATION

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of assisting with the preparation of patients (animals) and the theatre for surgery, providing pre- and post-operative patient care and cleaning surgical and theatre equipment in a veterinary clinic. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Practical obervation, Workbook quesitons, Workplacement, Portfolio.

ACMVET401A COORDINATE PATIENT ADMISSION AND DISCHARGE

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of coordinating patient admission and discharge. It also includes providing initial veterinary nursing care to patients (animals) and grief support to clients (animal owners). Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Practical Obervation, role plays, written tests, workplacment and portfolio

ACMVET402A APPLY IMAGING ROUTINES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of implementing and completing imaging routines, in accordance with established industry sequences and clinic policies and procedures, and follow specific instructions from the veterinarian. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Practical observation, assignments, workplacment.

ACMVET403A PERFORM CLINICAL PATHOLOGY PROCEDURES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of collecting biological samples and performing pathology procedures. The integrity of the sample must be maintained in accordance with veterinarian instructions when conducting clinic examinations and in preparing consignments to diagnostic laboratories. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Practical observation, assignments, workplacment.

ACMVET404A PERFORM CLINICAL OFFICE PROCEDURES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of maintaining veterinary supplies, controlling stock, maintaining clinic accounts and preparing and processing clinic correspondence. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Practical Obervation, role plays, written tests, workplacment and portfolio

ACMVET405A CARRY OUT SURGICAL NURSING ROUTINES

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of preparing the surgical environment and providing total support for the surgeon. The unit describes the skills and knowledge required to prepare for, and provide support during and after, routine and non-routine surgical procedures, including monitoring patients while they are under anaesthesia. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Practical obervation, Workbook quesitons, Workplacement, Portfolio.

ACMVET406A NURSING ANIMALS

Locations: Werribee.

Prerequisites: Nil.

Description: This unit of competency covers the process of providing high quality nursing care for all patients (animals) treated or housed at the clinic. It includes providing advice to clients (owners), monitoring animals and providing animal first aid as required. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Required Reading:no required text

Assessment: Practical obervation, Workbook quesitons, Workplacement, Portfolio.

ACMVET407A CARRY OUT MEDICAL NURSING ROUTINES

Locations: Werribee.

Prerequisites: Nil.
Description: This unit of competency covers the process of providing the skills to implement medical nursing routines, including the preparation and handling of patients (animals) and equipment for specific routines. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
Required Reading:no required text
Assessment: Practical obervation, Workbook quesitons, Workplacement, Portfolio.

ACMVET408A COORDINATE AND PERFORM THEATRE ROUTINES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of preparing, cleaning and maintaining theatre and equipment as well as preparing personnel for the performance of surgical procedures. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
Required Reading:no required text
Assessment: Practical obervation, Workbook quesitons, Workplacement, Portfolio.

ACMVET409A PROVIDE SPECIFIC ANIMAL CARE ADVICE
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the process of providing advice to clients (owners) about animal care, nutrition, behaviour and products. All advice must be provided in a competent manner and in accordance with clinic policies and procedures. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
Required Reading:no required text
Assessment: Written questions, role play, oral presentation, portfolio.

ACMVET410A CARRY OUT VET NURSING DENTAL PROCEDURES
Locations: Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the processes of performing a dental prophylaxis and assisting with simple extractions. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
Required Reading:no required text
Assessment: Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

BSBCMN402A DEVELOP WORK PRIORITIES
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.
Required Reading:-
Assessment: Assignment, presentation, written and practical tasks, case studies, research

BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS
Locations: Footscray Nicholson, Industry, Footscray Park, St Albans, Certificate III in Mumgu-dhal tyama-tiyt - St Albans.
Prerequisites: Nil.
Description: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading:21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Teacher will provide teaching and learning materials where required.
Assessment: This unit may be assessed by presentations, tests, assignments, projects, classwork. SRS50506 Diploma of Sport Development: Assessment will include: workbooks, class notes, presentations and structured workplace learning. 21861VIC Certificate III in Mumgu-dhal tyama-tiyt: Students develop a portfolio of evidence for assessment. This will include teacher observation, student logbooks, written tasks, oral presentations and work/community placements.

BSBINM601A MANAGE KNOWLEDGE AND INFORMATION
Locations: Footscray Nicholson, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and maintain information processing systems to support decision making, and to optimise the use of knowledge and learning throughout the organisation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: No required text
Assessment: Oral and written questioning, Oral presentation, Practical demonstration, Portfolio of evidence, Written report, Feedback. RPL: Competency based. Participants would provide evidence of their skills, knowledge and experience.

BSBMGT502A MANAGE PEOPLE PERFORMANCE
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This unit covers the ability of managers to manage the performance of the staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management
Required Reading: Cole   2005 Management - Theory & Practice Prentice Hall Aust Saville, Reid   2002 Managing Effectively Prentice Hall Aust
Assessment: Oral and written questioning; Oral presentation;Practical demonstration; Research assignment; Written report. RPL: Participants will provide evidence of their knowledge, skills and experience.

BSBOHS303B CONTRIBUTE TO OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT
Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to occupational health and safety (OHS) hazard identification and risk assessment to promote the maintenance of OHS in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.
Required Reading: No required reading.

BSBOHS403A IDENTIFY HAZARDS AND ASSESS OHS RISKS
Prerequisites: Nil.
Description: This unit specifies the outcomes required to identify hazards and assess OHS risks in the workplace.
Assessment: Competency based assessement

BSBOHS403B IDENTIFY HAZARDS AND ASSESS OHS RISKS
Locations: Werribee, Industry.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.
Required Reading: No required text.Safetyline Institute, 2008 Learner Guide - BSBOHS403B Worksafe W.A., Perth WA

BSBOHS404B CONTRIBUTE TO THE IMPLEMENTATION OF STRATEGIES TO CONTROL OHS RISK
Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.
Required Reading: Safetyline Institute, 2008 Learner Guide - BSBOHS404B Worksafe W.A., Perth, W.A.

BSBOHS504B APPLY PRINCIPLES OF OHS RISK MANAGEMENT
Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use a generic approach to identify hazards, and to assess and control occupational health and safety (OHS) risks.
Required Reading: Safetyline Institute, 2008 Learner Guide - BSBOHS504B Worksafe W.A., Perth, W.A.

BSBOHS601B DEVELOP A SYSTEMATIC APPROACH TO MANAGING OHS
Locations: Werribee.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to effectively design and develop a systematic approach to managing occupational health and safety (OHS), which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.
Required Reading: Safetyline Institute, 2008 Learner Guide - BSBOHS601B Worksafe W.A., Perth WA

BSBSMB406A MANAGE SMALL BUSINESS FINANCES
Locations: Footscray Nicholson, Werribee, Industry, City Flinders.
Prerequisites:CPPDSM4007A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY MANAGEMENT TO COMPLETE AGENCY WORKCPPDSM4008A - IDENTIFY LEGAL AND ETHICAL REQUIREMENTS OF PROPERTY SALES TO COMPLETE AGENCY WORKCPPDSM4080A - WORK IN THE REAL ESTATE INDUSTRY
Description: This unit describes the performance outcomes, skills and knowledge required to implement, monitor and review strategies for the ongoing management of a small business's finances. It also includes day to day financial management of the small business. Specific legal requirements apply to the management of a small business.

Required Reading: Vetassess (2009). Manage small business finances. Melb: Vetassess.
Assessment: Assignment and test. For Certificate IV in Celebrancy assessments may include written assessment tasks based on provided reading material.

CHCADMIN4B MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES
Locations: Footscray Park, Whitten Oval - Footscray.
Prerequisites: Nil.
Description: 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.
Required Reading:-
Assessment: Budget, submission

CHCCOM3C UTILISE SPECIALIST COMMUNICATION SKILLS TO BUILD STRONG RELATIONSHIPS
Locations: Industry, Footscray Park, St Albans.
Prerequisites: Nil.
Description: 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.
Required Reading:-
Assessment: In class assessment, written assignments, group assessments, presentation

CHCIC301D INTERACT EFFECTIVELY WITH CHILDREN
Locations: Footscray Nicholson, Werribee, Industry, St Albans.
Prerequisites: Nil.
Description: This unit describes the knowledge and skills required by anyone working with children to ensure they can develop and maintain effective relationships and promote positive behaviour in the childcare environment.
Required Reading: No required text
Assessment: Assessment includes assignments, tests and practical tasks.

FDFDPCC2B OPERATE A CURD PRODUCTION AND CUTTING PROCESS
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a curd production and cutting process in cheese making.
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments; verbal assessment.

FDFDPCM2B OPERATE A CHEESE PRESSING AND MOULDING PROCESS
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to set

up, operate, adjust and shut down a pressing and moulding process to produce cheese to specifications.
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments; verbal assessment.

FDFDPFP2B OPERATE A FERMENTATION PROCESS
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a fermentation process typically used in the production of dairy products.
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; workplace assessment; practical/exercises; practical projects; assignments; verbal assessment.

FDFDPHS2B OPERATE A HOLDING AND STORAGE PROCESS
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a holding/storage process under conditions that control the quality of the product. This process may apply to raw milk and/or processed products.
Required Reading: Workbooks provided by the School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments.

FDFOPTMR1A MEASURE AND RECORD WORKPLACE INFORMATION
Prerequisites: Nil.
Description: This is an Optional unit. It covers the skills and knowledge required to use basic measuring equipment and devices, read and record results. This unit is appropriate where simple tests involve automated measuring devices.

FDFOPTPIP3A PARTICIPATE IN IMPROVEMENT PROCESSES
Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: It applies where the operator is required to participate in performance improvement processes that involve systematic analysis of performance to identify and propose opportunities for improvement. Where structured analysis and investigation is not required to participate in improvement programs, this unit does not apply.
Required Reading: Workbook provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments;verbal assessment.

FDFPBBDM3A OPERATE A DOUGH MIXING PROCESS
Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down the process used to make up dough. This includes selecting and mixing dough ingredients.

FDFRBAB3A PRODUCE ARTISAN BREADS
Prerequisites: Nil.
Description: This is a Specialist unit developed for the retail baking sector. It covers the skills and knowledge required to plan and produce a range of artisan breads. This includes flat breads, national and regional breads.

FDFRBBB2B MAKE BREAD
Prerequisites: Nil.
Description: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to bake bread in an in-store bakery or retail baking environment.

FDFRBDPB3B DIAGNOSE AND RESPOND TO PRODUCT AND PROCESS FAULT (BREAD)
Prerequisites: Nil.
Description: This is a Specialist unit. It builds on the problem solving skills developed in operational units and provides technical competencies to support problem solving relating to bread production. Identify causes of unacceptable product quality. Take corrective action according to workplace procedures.

FDFRBFM2B CONDUCT FINAL MOULD AND FINAL PROOF
Prerequisites: Nil.
Description: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to mould dough to final shape, place dough in tins or on baking surfaces and conduct final proof in an in-store bakery or retail baking environment.

FDFRBPD2B PRODUCE BREAD DOUGH
Prerequisites: Nil.
Description: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to produce a range of dough types including white, brown, wholemeal and grain doughs in an in-store bakery or retail baking environment.

FDFRBRD2B RETARD DOUGH
Prerequisites: Nil.
Description: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to retard and recover dough and other yeast-raised products in an in-store bakery or retail baking environment.

FDFRBSM2B SCALE AND MOULD DOUGH FOR INTERMEDIATE PROOF
Prerequisites: Nil.
Description: This is a Specialist unit developed for the retail baking sector. It covers the principles, equipment and procedures used to divide and shape dough in an in-store bakery or retail baking environment. It includes an intermediate proof stage.

FDFZCSCS2A CLEAN AND SANITIZE EQUIPMENT
Prerequisites: Nil.
Description: This is a Specialist unit. It covers the purpose and effect of cleaning and sanitation and related procedures. This unit does not cover CIP (cleaning in place) processes. Where this is a required competency, select FDFZCSCIP2A Clean equipment in place. Basic cleaning and sanitation procedures are covered in operational units. This unit should be selected where the operator is primarily responsible for cleaning and/or where they require a more detailed knowledge of

cleaning and sanitation processes to carry out cleaning responsibilities. This unit applies to both wet and dry cleaning methods.

FDFZPKPM1A PACK PRODUCT MANUALLY

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to pack product manually. Packing may be into primary or secondary (inner or outer) packaging.
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; workplace assessment; practical/exercises; assignments; verbal assessment.

FDFZPMMB2A OPERATE A MIXING/BLENDING PROCESS

Locations: Industry.
Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to combine ingredients and additives in the correct quantities and sequence and to operate and shut down mixing and blending equipment to achieve the required mix characteristics. Mixes may include concentrated pre-mixes or bulk blends. The output of this process may be a product requiring further processing or for external use. This unit is appropriate to select where the mixing/blending process is a stand-alone process and involves an understanding of addition method and sequence. Where mixing is an in-line component of a larger process, this unit is not appropriate. Where the mixing process does not require a detailed understanding of sequencing or ingredient characteristics, the unit FDFZPMBM1A Prepare basic mixes may be more appropriate.
Required Reading: No required text
Assessment: Observation, demonstration, case studies, scenarios and projects.

FDFZPRDTP2A OPERATE A DEPOSITING PROCESS

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required setup, operate, adjust and shut down a depositing process to deposit into tins, onto belts or directly onto product, where a further processing outcome is required.
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; on job or workplace assessment; practical/exercises; assignments; verbal assessment.

FDFZPRIPK3A APPLY RAW MATERIALS/ INGREDIENT AND PROCESS KNOWLEDGE

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites: Nil.
Description: This is a Specialist unit. It covers skills and knowledge required to apply knowledge of ingredients and processes to troubleshoot typical problems that occur in preparing, processing and/or packaging product. This unit applies where problem solving occurs over one or more processes and requires an understanding of the characteristics of raw materials/ingredients and processing methods used.
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; workplace assessment; practical/exercises; assignments; verbal assessment.

FDFZPRSYS3A OPERATE PROCESSES IN A PRODUCTION SYSTEM

Locations: Footscray Nicholson, Werribee, Industry.
Prerequisites:FDFZPMMB2A - OPERATE A MIXING/BLENDING PROCESSFDFZPRDTP2A - OPERATE A DEPOSITING PROCESS
Description: This is a Specialist unit. It covers the skills and knowledge required to set up, operate and adjust inter-related processes in a production system. A system typically involves a series of inter-related processes that must be co-ordinated and concurrently operated to produce the required outcome. Individual processes may be directly operated, automated and/or operated by others.
Required Reading: Workbooks provided by School of Sport and Science
Assessment: The following methods may be used in assessing units: Written objective tests; written responses; short and extended answers; oral test; on job or workplace assessment; practical/exercises; practical projects; assignments; verbal assessment.

FDFZPRW1A PARTICIPATE EFFECTIVELY IN A WORKPLACE ENVIRONMENT

Prerequisites: Nil.
Description: This is a Specialist unit. It covers the skills and knowledge required to participate effectively in a workplace environment.

HLTAP501A ANALYSE HEALTH INFORMATION

Locations: Footscray Nicholson, City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the application of in-depth level of knowledge of Anatomy and Physiology required to analyse available health information in relation to specific services to be provided.
Required Reading:VU Learning guidesVU 2009 Analyse Health Information VU
Assessment: This is assessed as follows: Students would have completed the pre-requisite of HLTAP401A. This unit HLTAP501A is a revision of the systemic anatomy and physiology completed in the pre-requisite with additional information relevant to the in depth level of knowledge required to analyse health information provided from clients. School of Communiy Services will grade this assessment Diploma of Leisure and Health Graded Assessment Report, Analysis of Client Health History records., 100%.

HLTAP501B ANALYSE HEALTH INFORMATION

Locations: Footscray Nicholson, City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the application of in-depth level of knowledge of anatomy and physiology required to analyse available health information in relation to specific services to be provided.
Required Reading:VU Learning guides VU Analyse Health Information 2009 VU
Assessment: This is assessed as follows: Students would have completed the pre-requisite of HLTAP401A. This unit HLTAP501A is a revision of the systemic anatomy and physiology completed in the pre-requisite with additional information relevant to the in depth level of knowledge required to analyse health information provided from clients. School of Community Services will grade this assessment Diploma of Leisure and Health Graded Assessment Item Internal Assessment Competency Based Report Analysis of Client Health History records. Yes/No

HLTAP501C ANALYSE HEALTH INFORMATION

Locations: Footscray Nicholson, City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.

Description: This unit of competency describes the application of in-depth level of knowledge of anatomy and physiology required to analyse available health information in relation to specific services to be provided.

Required Reading: No text required.

Assessment:- Candidates must demonstrate their ability to apply Essential Knowledge identified for this competency unit before undertaking independent workplace application, - This competency unit should be assessed in conjunction with relevant competency unit(s) in delivery of specific services (e.g. complementary therapies, nursing or dental care), - Evidence must demonstrate the individual's ability to apply their knowledge within the requirements of an identified aspect of delivering health care or health care support services to a specific age group and - Consistency of performance should be demonstrated over the required range of workplace situations relevant to an identified work role.

HLTCOM404C COMMUNICATE EFFECTIVELY WITH CLIENTS

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit covers the skills required by practitioners to establish and maintain effective communication with the client throughout all interactions and provide basic counselling as required and as appropriate to facilitate the treatment or health service being provided

Required Reading:VU Learning guide

Assessment:HLT40307 Cert IV in Massage Therapy Practice: Two assessments for this unit. Each student is required to book a massage with any massage professional of their choice. After the appointment, students must write a report on several areas of the massage treatment including the communication skills of the therapist. In small groups the students will act out a simulated role play of a consultation with a client. Teachers will supervise and the group will give feedback and comment. This unit will be co-delivered with units HLTREM406B and HLTREM409B. BSB30107 Traineeships: Training record book, observation, customer feedback, written/oral test/worksheets, portfolio/third party evidence. Item Internal Assessment Competency Based Report Written report on the communication skills experienced in a professional massage treatment paid for outside of VU. Yes/No Demonstration Demonstrate the correct communication skills required during the consultation of a massage with a client.

HLTCOM405C ADMINISTER A PRACTICE

Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to provide administration for a clinical health practice according to the size and scale of the business

Required Reading:VU Learning guide

Assessment: The Learning Guide (see Required Reading) includes notes for class discussion. The assessment tools used to assess knowledge on the administrative systems needed to run a business include a class presentation on a group investigation into a business plan. In addition, the students present written documents on their investigation into the policy documents required to run a small business. These assessments incorporate the performance criteria as stated in the unit of study.

HLTCOM406C MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN

Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to arrange referrals to other health care professionals when required

Required Reading:VU Learning Guide

Assessment: The assessment for this unit involves written testing of the students understanding of the need to refer, how to write referrals and the role of other health professionals in the referral process. Students must investigate in an assignment the role of the different health care professionals who they may use as a referral. Students also write a referral letter based on a massage treatment case study. This unit will be co-delivered with unit HLTCOM408B. Item Internal Assessment Competency Based Report Identify the role of several allied Health care providers and their role in the referral process. Yes/No Report Write a referral letter based on a hypothetical case study of a client. Yes/No

HLTCOM408C USE SPECIFIC HEALTH TERMINOLOGY TO COMMUNICATE EFFECTIVELY

Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal and external clients in a health care practice, using appropriate practice-specific health terminology.

Required Reading:VU Learning guide

Assessment: Students have to demonstrate an appropriate use of language appropriate for working in a health environment specific to Massage in both written and verbal forms. Written tests will be used to assess the written language for practice-specific cases. Oral questioning will be used as a tool for students to demonstrate their oral spoken use of the medical language. This unit will be co-delivered with HLTCOM406B. Item Internal Assessment Competency Based Oral Questioning Students will be asked to read and pronounce certain medical terminology words Yes/No Report Students will be asked to define several massage terminology relevant abbreviations Yes/No Assignment Demonstrate correct usage of the medical terminology in a consultation card as be used in massage consultation with client Yes/No

HLTCOM502C DEVELOP PROFESSIONAL EXPERTISE

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to initiate and maintain continual development of professional skills and knowledge in complementary healthcare and contribute to the knowledge base of the specific healthcare practice.

Required Reading:VU Learning guides VU Research skills in Massage Therapy 2009 VU

Assessment: Students learn about research and the valid ways to collect information. They do a mock research outline describing a possible research topic which encourages them to further their professional expertise by looking at emerging trends in massage therapy. Item Internal Assessment Competency Based Assignment Critical Reading assignment and report Yes/No Presentation Mock research experiment Yes/No Report Research evaluation report Yes/No

HLTCOM503D MANAGE A PRACTICE

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.

Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to manage a clinical health practice according to the size and scale of the business.
Required Reading: No text required.
Assessment:- Observation of performance in the workplace or a simulated workplace is essential for assessment of this unit, - Assessment may contain both theoretical and practical components and examples covering a range of practice environments, - The individual being assessed must provide evidence of specified essential knowledge as well as skills, - Consistency of performance should be demonstrated over the required range of situations relevant to the workplace, - Where, for reasons of safety, space, or access to -quipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible, - Assessment of sole practitioners must consider their unique workplace context, including: - interaction with others in the broader professional community as part of the sole practitioner's workplace and - scope of practice as detailed in the qualification.

HLTCOM509B PROVIDE SERVICES FOR PEOPLE WITH A LIFE CHALLENGING ILLNESS

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to provide therapeutic support services for clients and carers who are facing life-challenging conditions.
Required Reading:no required text
Assessment: Item Internal Assessment Value Demonstration Massage techniques demonstrated to teacher 100%

HLTCOM510B PROVIDE SERVICES TO CLIENTS WITH CHRONIC DISEASES OR CONDITIONS

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required of complementary and alternative health care practitioners who provide services to people with an chronic health problem that support their health needs.
Required Reading:no required text
Assessment: Item Internal Assessment Value Demonstration massage skills demonstrated 0%

HLTFA201A PROVIDE BASIC EMERGENCY LIFE SUPPORT

Locations: Footscray Nicholson, Werribee, Newport, City King St, Industry, Melton, Footscray Park, Sunshine, City Flinders, St Albans, 22012VIC Cert I Vocational Preparation - City King, Footscray Nicholson, Industry, Melton, Newport, St Albans, Sunshine, Harvester TC, Werribee and Other. Also delivered on-site in Community Organisations and at Industry locations within Victoria. This unit is also delivered at off-site work placement locations based on Industry demand..
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to recognise and respond to life threatening emergencies using basic life support measures only.
Required Reading:22012VIC Certificate I in Vocational Preparation: The teacher will provide teaching and learning material as required.

HLTFA301B APPLY FIRST AID

Locations: Footscray Nicholson, Werribee, City King St, Industry, City Flinders, St Albans, Sunbury, Certificate I & III in Mumgu-dhal tyama-tiyt - St Albans. Certificate II in Community Services Work - Off campus at Secondary Schools auspiced by Victoria University. Cert IV in Massage Therapy- (Orientation camp (Beaufort). Other location subject to change by school if required. Certificate III in Allied Health Services- VETiS.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.
Required Reading: Certificate I & III in Mumgu-dhal tyama-tiyt The teacher will provide teaching and learning material as required. Diploma of Youth Work - CHC50502 Learner's Guide Applying First Aid School of Health/Sport and Science First Aid emergency handbook by Liz Hopwood. Australian marketing and Distribution. And the VU Learners guide. Certificate II in Community Services Work School of Health supplies the required text which usually encompasses a practical guide to first aid procedures. Hospitality Traineeship: Workbooks will be provided to trainees as part of their training.
Assessment: This unit may be assessed by Scenarios, Workbook, Oral/Written test, Demonstration and Observation. Certificate I & III in Mumgu-dhal tyama-tiyt: Students will develop a portfolio of evidence for assessment. This will include direct observation, questioning, completion of a variety of injury forms, workplace documents, project work and third-party reports. Practical demonstrations of First Aid processes through CPR procedures, bandaging safety assessments etc. Theoretical Multiple Choice Test. Diploma of Youth Work & Children's Services: Graded Assessment School of Health The Unit has two modes of assessment. The first is via simulation in classroom settings with observation from First Aid teacher. The next mode is through either written or oral response to a set of questions which assess further knowledge of First Aid procedures. Traineeship: Training record book, observation, demonstration, written/oral test/worksheets.

HLTFA402B APPLY ADVANCED FIRST AID

Locations: St Albans, Certificate II & III in Mumgu-dhal tyama-tiyt - St Albans only.
Prerequisites: Nil.
Description: This unit deals with the provision of advanced first aid response, life support, management of casualty (s), the incident and other first aiders until the arrival of medical support or other assistance, and provision of support to other providers. This unit builds on HLTFA301B Apply first aid to include additional skills and use a range of equipment.
Required Reading: Certificate II in Mumgu-dhal tyama-tiyt The teacher will provide teaching and learning material as required.
Assessment: This unit may be assessed by Scenarios, Workbook, Written tests Certificate II & III in Mumgu-dhal tyama-tiyt Students will develop a portfolio of evidence for assessment. This will include direct observation, questioning, completion of a variety of injury forms and workplace documents, project work and third-party reports.

HLTHIR301B COMMUNICATE AND WORK EFFECTIVELY IN HEALTH

Locations: St Albans, Off campus at Secondary Schools auspiced by Victoria University..
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements
Required Reading: Victoria University Staff 08 Student Reader 2008 edition 1 VU

Sanders, M Mosby's Paramedic Textbook 2007 revised edition 3 Elsevier Australia, Sydney OR Cameron, P Textbook of Adult Emergency Medicine 2009 edition 3 Chatswood: Churchill Livingstone
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test and poster.

HLTHIR501C MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT
Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency covers the skills and knowledge required to maintain an effective work environment in a health setting by monitoring, coordinating and promoting the implementation of ethical, safe and effective work practices in line with established work requirements.
Required Reading: No text required
Assessment:- The individual being assessed must provide evidence of specified essential knowledge as well as skills - Consistency of performance should be demonstrated over a range of workplace situations.

HLTHIR506C IMPLEMENT AND MONITOR COMPLIANCE WITH LEGAL AND ETHICAL REQUIREMENTS
Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit describes the skills and knowledge required to implement and monitor compliance with legal and ethical requirements relevant in the work area.
Required Reading:VU Learners Guide VU Legal and Ethical Requirements of a Massage Therapist 2009 VU
Assessment: Students will show competency in this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can implement and monitor legal and ethical work requirements with clients. This unit will be co-delivered in conjunction with HLTREM503B, HLTREM504B, HLTHIR501A. Item Internal Assessment Competency Based Demonstration Checklist used with skills that must be demonstrated in the clinic (min 3 times) Yes/No

HLTIN301C COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES
Locations: Industry, St Albans.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person.
Required Reading:no required text
Assessment: This unit may be assessed by Scenarios, Workbook, Clinical experience, Written test, Classroom activities, projects

HLTNUT601C APPLY LITERATURE RESEARCH FINDINGS TO CLINICAL PRACTICE
Locations: Footscray Park.
Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to source and evaluate relevant information and apply findings to clinical practice. This unit requires high level knowledge of the specialised modality and its effect on a wide range of complex health conditions .
Required Reading: No text required.
Assessment: Research Report - mini thesis on integration of Remedial Massage skills into clinic practice. Presentation - Share informtion with group.

HLTREM401C WORK WITHIN A MASSAGE FRAMEWORK
Locations: City King St, Industry, Footscray Park, Whitten Oval, West Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to work effectively within a massage framework.
Required Reading:VU Learning guide
Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates the learned massage techniques over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTHIR301A. This unit will be delivered in conjunction with HLTREM406B and HLTREM409B. Item Internal Assessment Competency Based Demonstration Consistently demonstrate (min 3 times) the massage skills necessary in performing sports massage on a client to meet their needs. Checklist used

HLTREM406C PROVIDE MASSAGE TREATMENT
Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to administer client basic massage treatment according to the philosophy and practices of a massage therapy framework
Required Reading:VU Learning guides VU Relaxation Massage 2009 VU VU Therapeutic Massage 2009 VU VU Musculo-skeletal Massage 2009 VU VU Sports Massage 2009 Vu VU Student Clinics 2009 VU VU Learning in the Workplace 2009 VU
Assessment: The practical components of this unit will deal with the underpinning knowledge required in muscular nomenclature referred to as Musculoskeletal Anatomy. There will be several oral assessments where students must palpate and explain the locations and actions of muscles. A written test will be conducted. In addition, students will show competency in practical massage units by practicing and then demonstrating their required knowledge and skills to the teacher. Teachers will use a checklist and identify skills and knowledge as the student demonstrates massage therapy techniques over time. Once students are deemed competent in their massage techniques they will practice their skills on clients in a simulated clinic. This unit will strongly emphasise the co-requisite HLTCOM404B. Also the co-requisite requirements of HLTIN301A, HLTOHS300A and HLTFA301B. This unit co-delivered in conjunction with HLTREM409B. Knowledge of HLTAP401A will be applied in this unit.

HLTREM407C PLAN MASSAGE TREATMENT
Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to prepare clients for basic massage and negotiate treatment with them.
Required Reading:VU Learning guide VU Student clinics 2009 VU

Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients, then during and after the massage treatment. Teachers will use a checklist and identify skills and knowledge as the student demonstrates the skills consistently over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTCOM404B. This unit will be delivered with HLTREM408B and HLTHIR301A (and for mid year enrolled students BSBCMN204A). Item Internal Assessment Competency Based Demonstration Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence Yes/No

HLTREM408C APPLY MASSAGE ASSESSMENT FRAMEWORK

Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review accurate assessment for basic massage treatment.
Required Reading: VU Learning guides VU Student Clinics 2009 VU
Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients, then during and after the massage treatment. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them consistently over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the prerequisite HLTCOM404B. This unit will be delivered with HLTREM407B, HLTHIR301A and mid year enrolled students will also have BSBCMN204A co-delivered. Item Internal Assessment Competency Based Demonstration Massage skills consistently demonstrated (at least 3 times). Checklist used to record evidence. Yes/No

HLTREM409C PERFORM MASSAGE HEALTH ASSESSMENT

Locations: City King St, Industry, Footscray Park, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case in order to provide a basic massage.
Required Reading: VU Learning Guides VU Student clinics 2009 Vu
Assessment: Students will show competency in this unit by practicing and then demonstrating their required knowledge and skills to the teacher. The skills and knowledge will be demonstrated in the pre-massage discussion with clients. Teachers will use a checklist and identify skills and knowledge as the student demonstrates them over the period of the unit. This unit will take place in a simulated work situation such as the student clinic. It will have a strong emphasis on the communication skills necessary for a Massage therapist as outlined in the co-requisite HLTIR301A and HLTCOM404B. Knowledge of infection control measures is necessary as per the co-requisite HLTIN301A. This unit will be co-delivered with HLTREM401B, 406B, 407B and 408B and HLTCOM404B. Knowledge of HLTAP401A will be applied in this unit.

HLTREM502C PROVIDE REMEDIAL MASSAGE TREATMENT

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.

Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to administer client remedial massage treatment according to the philosophy and practices of a remedial massage framework.
Required Reading: VU Learning guides VU Provide Remedial Massage Treatments 2009 VU
Assessment: This 240 unit will incorporate the teaching of many of the remedial massage treatments need to work in the industry as per outlined in the "Required skills and knowledge" and "Range statement" of the HLTREM502B competency outline. Item Internal Assessment Competency Based Demonstration Skills must be practised and demonstrated back to teachers (min 3 times) Yes/No Oral Questioning Students must be able to palpate musculoskeletal landmarks Yes/No Assignment Case study interpretation Yes/No

HLTREM503C PLAN REMEDIAL MASSAGE TREATMENT STRATEGY

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to prepare for remedial massage treatment of a clients and negotiate a treatment management plan with them.
Required Reading: VU Learning Guides VU Remedial Clinics 2009 VU
Assessment: Students will show competency for this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can plan and prepare for remedial massage with clients and negotiate a treatment plan with them. This unit will be co-delivered in conjunction with HLTREM504B, HLTHIR501A and HLTHIR506B . Item Internal Assessment Competency Based Demonstration Checklist used with skills that must be demonstrated in the clinic (min 3 times) Yes/No

HLTREM504C APPLY REMEDIAL MASSAGE ASSESSMENT FRAMEWORK

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray..
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review an accurate assessment over the course of remedial massage treatment.
Required Reading: VU Learning guides VU Remedial Clinics 2009 VU
Assessment: Students will show competency in for this unit in the simulated student clinics. Teachers will use a checklist and identify skills and knowledge as the student demonstrates that they can interpret information gathered from clients and make and review an accurate assessment for the remedial massage. This unit will be co-delivered in conjunction with HLTREM503B, HLTHIR501A and HLTHIR506B . Item Internal Assessment Competency Based Demonstration Checklist used with skills that must be demonstrated in the clinic (min 3 times) Yes/No

HLTREM505C PERFORM REMEDIAL MASSAGE HEALTH ASSESSMENT

Locations: City King St, Industry, Footscray Park, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case to enable correct assessment, planning and provision of a remedial massage.
Required Reading: VU Learning guides VU Musculoskeletal Pathology 2009 VU VU Systemic Pathology 2009 VU VU Musculoskeletal Anatomy 2009 VU VU Exercise

Physiology 2009 VU VU Biomechanics 2009 VU Davies, C. 2004 Trigger Point Therapy Workbook 2nd Ed Lowe, Whitney. (2006). Orthopedic Assessment in Massage Therapy Canada: Daviau Scott

Assessment: This 200 hour unit will incorporate the teaching of many of the remedial massage treatments need to work in the industry as per outlined in the "Required skills and knowledge" and "Range statement" of the HLTREM505B competency outline. Item Internal Assessment Competency Based Demonstration Skills must be demonstrated min 3 times Yes/No Oral Questioning Palpation skills must be described and use of medial language Yes/No Assignment Case Study Interpretation Yes/No

HLTREM510B PROVIDE SPECIALISED REMEDIAL MASSAGE TREATMENTS

Locations: City King St, Industry, City Flinders, Whitten Oval, Footscray.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to provide specialised remedial massage treatment for specific client groups and common conditions/disease states in accordance with the age, gender and mental health needs of the client This unit requires a high level knowledge of remedial massage treatment.
Required Reading:no required text
Assessment: This unit will be delivered as a final unit in the Diploma. The students will have completed 3 elective units providing specialised remedial massage to specific client groups. Teachers will role play a particular injury and case description. Students will then deliver appropriate remedial massage for that client. Item Internal Assessment Competency Based Demonstration Remedial massage to specific case study client Yes/No

HLTREM511B PROVIDE REMEDIAL MASSAGE TREATMENT FOR WOMEN AND CHILDREN

Locations: City King St, Footscray Park, City Flinders.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to administer a remedial massage treatment specific to the needs of women and children.
Required Reading:no required text
Assessment: Item Internal Assessment Value Demonstration massage skills demonstrated to teachers 100%

HLTREM512C PROVIDE REMEDIAL MASSAGE TREATMENTS WITHIN A CORPORATE SETTING

Locations: City King St, Industry, Footscray Park, City Flinders, Various corporate events where massage is requested..
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to administer remedial massage treatments within a corporate environment.
Required Reading: No text required.
Assessment:- Evidence of specified essential knowledge and skills - Observation of performance in the workplace or a simulated workplace (supervised clinic) - Consistency of performance demonstrated over the required range of situations - Where assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible - Assessment may contain both theoretical and practical components - Assessment of sole practitioners must include: - Range of clinical situations and different client groups covering age, culture and gender - Interaction with others in the broader professional community as part of the sole practitioner's workplace - scope of practice as detailed in the qualification and component competency units - holistic/integrated assessment including: - working within the practice framework - performing a health assessment - assessing the client - planning treatment and - providing treatment.

HLTREM513C PROVIDE REMEDIAL MASSAGE TREATMENT TO ATHLETES

Locations: City King St, Industry, Footscray Park, City Flinders, Western bulldogs AFL team..
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to administer remedial massage treatments for athletes. This unit is based upon SRSMAS009A Integrate massage techniques to support athletes.
Required Reading: No text required.
Assessment:- Evidence of specified essential knowledge and skills - Observation of performance in the workplace or a simulated workplace (supervised clinic) - Consistency of performance demonstrated over the required range of situations - Where assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible - Assessment may contain both theoretical and practical components - Assessment of sole practitioners must include: - Range of clinical situations and different client groups covering age, culture and gender - Interaction with others in the broader professional community as part of the sole practitioner's workplace - scope of practice as detailed in the qualification and component competency units - holistic/integrated assessment including: - working within the practice framework - performing a health assessment - assessing the client - planning treatment and - providing treatment.

HLTREM6A PROVIDE THE MASSAGE TREATMENT

Prerequisites: Nil.
Description: This unit describes the skills required to administer client/patient basic massage treatment according to the philosophy and practices of a massage therapy framework.
Assessment: As per accredited curriculum

HLTREM7A PLAN THE MASSAGE TREATMENT

Prerequisites: Nil.
Description: This unit describes the skills required to prepare clients/patients for basic massage and negotiate treatment with them.
Assessment: As per accredited curriculum

ICAICT203A OPERATE APPLICATION SOFTWARE PACKAGES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify, select and operate three commercial software packages, including a word-processing and a spreadsheet application package. The unit identifies the requirement to use a word-processing, spreadsheet and third software application package to ensure that the individual develops the skills   required to cover a range of basic office software requirements.
Required Reading: No required text
Assessment: Evidence of the ability to: -produce workplace documents using a minimum of three different software application packages -open, amend and save files and documents according to organisational requirements -use OHS principles and responsibilities for ergonomics, such as work periods and breaks -use help manuals and online help.

ICAU2006B OPERATE COMPUTING PACKAGES

Locations: Footscray Nicholson, Werribee, Sunshine, St Albans, 21934VIC Certificate IV in ESL (Access) - Footscray Nicholson, St Albans and Werribee only..
Prerequisites: Nil.
Description: Use appropriate software;Access, retrieve and manipulate data;Access and use help functions within each application;Use keyboard and equipment.
Required Reading: There is no required reading for this unit. The teacher will provide teaching and learning material as required.
Assessment: One or more of the following: written assignment, written test, simulation, observation, demonstration, discussion, questioning, presentation, campus/workplace projects and workplace assignments. 21934VIC Certificate IV in ESL (Access) Assessment may include: records of teacher's observations of students' activities; observation checklists; verbal questioning; a portfolio of work and other documents; interview or written test; self-assessment; practical tasks; samples of work and third-party feedback.

ICPMM263C ACCESS AND USE THE INTERNET

Locations: Werribee, Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to access and use the Internet within the printing and graphic arts industries.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   Access the Internet and retrieve data using WWW and email and newsgroups -   Send emails or newsgroup posting with correctly formatted attachments -   Perform a search and save the text of a web page to disk - Extract and virus-scan downloaded files -   Demonstrate an ability to find and use information relevant to the task from a variety of information sources.

MEM23002A APPLY CALCULUS IN ENGINEERING SITUATIONS

Prerequisites: Nil.
Description: This unit covers applying concepts of calculus to engineering situations.
Assessment: The critical aspects for assessment and evidence required to demonstrate competency in this unit is proof that the learner has the ability to solve engineering problems using the principles of differentiation; obtain first and second derivatives of algebraic, trigonometric, exponential and logarithmic functions; obtain integrals of algebraic, trigonometric and exponential functions; evaluating definite integrals; solve engineering problems using the principles of integration. The anticipated methods of assessment will be diagrams and models created by the learner; practical demonstration; records of teacher observations of learner's activities, discussions and practical tasks; self-assessment sheets and online responses; written and verbal reports of investigations and problem-solving activities.

MSL924001A PROCESS AND INTERPRET DATA

Locations: Footscray Nicholson, Werribee, Footscray Park.
Prerequisites: Nil.
Description: This unit of competency covers the ability to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning.
Required Reading: No required text
Assessment: Diploma of Animal Technology: Graded - Written questions, written tests, assignments, worksheets. Assessment may include: Practical assessment, tests, workplace projects, demonstration, written and verbal tasks

MSL973004A PERFORM ASEPTIC TECHNIQUES

Locations: Footscray Nicholson, Werribee.
Prerequisites: Nil.
Description: This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.
Required Reading: No required text
Assessment: Diploma of Animal Technology: Graded - Practical observation, written tests, assignments Assessment may include: Practical assessment, tests, workplace projects, demonstration written and verbal tasks

MSL974011A PREPARE TISSUE AND CELL CULTURES

Locations: Werribee, Industry.
Prerequisites:MSL973007A - PERFORM MICROSCOPIC EXAMINATION
Description: This unit of competency covers the ability to prepare primary tissue cultures for applications, such as maintenance of animal cell lines and propagation of plants by tissue culture and basic subculture procedures. Personnel are required to manipulate equipment and materials and samples to prevent contamination at all preparation stages. They will have ready access to enterprise procedures and will work under direct supervision.
Required Reading: No required text
Assessment: Diploma of Animal Technology: Graded - Practical observation, written questions, assignments. Assessment may include: Practical assessment; written and verbal tests, workplace projects, demonstration,

NWP300B PROVIDE AND PROMOTE CUSTOMER SERVICE

Locations: Footscray Nicholson.
Prerequisites: Nil.
Description: This unit of competency describes the outcomes required to respond effectively to the needs of internal and external customers by applying organisational standards and processes. The ability to solve problems, communicate effectively and seek opportunities to improve service to customers is essential to performance.
Required Reading: Nil
Assessment: Assessment for this unit will be related to that of NWP303. With specific parts relating to adequately servicing the customer in the resolution of environmental issues. In additon learners willbe expected to undergoe reflective journaling via the use of e portfolios relating to external and internal customer issues in other units such as NWP345, NWP346, NWP360 and NWP363. Acceptable recognition evidence may include the learner's position description validated by the workplace supervisor stating that acceptable customer service is provided by the learner.

SISCAQU201A MONITOR POOL WATER QUALITY

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to continually monitor the water quality of swimming pools and aquatic facilities, take corrective action and record test results.
Required Reading: No required text
Assessment: Evidence of the following is essential: -conducts pool water tests and reports irregularities to aquatic facility or service personnel promptly, according to public health regulatory requirements and organisational policies and procedures - records pool water test results and updates pool log according to organisational policies and procedures and relevant legislation -performs routine visual checks for pool water quality and proposes corrective actions in response to contamination incidents.

SISCAQU202A PERFORM BASIC WATER RESCUES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and evaluate aquatic emergencies and respond appropriately with basic water rescues that incorporate cardiopulmonary resuscitation (CPR). These situations will usually require an individual response.
Required Reading: No required text
Assessment: Evidence of the following is essential: -identifies the common signs and signals of a person experiencing difficulties in the water and promptly determines possible contributing factors and formulates a suitable rescue plan -performs all basic water rescue techniques in the water while maintaining own safety -monitors condition of affected person, applies appropriate treatment -recognises issues that arise during rescues and makes appropriate adjustments to ensure safety of self and others, according to organisational policies and procedures and relevant legislation -accurately reports incidents and notifies other relevant personnel according to organisational policies and procedures.

SISCAQU303A OPERATE AQUATIC FACILITY PLANT AND EQUIPMENT

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to safely operate an aquatic facility plant and equipment.
Required Reading: No required text
Assessment: Evidence of the following is essential: -conducts thorough routine inspections of aquatic facility plant, equipment, and electrical and plumbing appliances to ensure safety and health of public -identifies faults and irregularities of plant and equipment and initiates corrective action according to organisational policies and procedures and manufacturer's specifications -monitors and records use and condition of facility and equipment -documents and reports faults and irregularities to aquatic facility or service personnel and documents corrective action initiated. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: -a suitable first aid qualification.

SISCAQU305A IMPLEMENT AQUATIC FACILITY PLANT AND EQUIPMENT MAINTENANCE PROGRAM

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to safely implement an aquatic facility plant and equipment maintenance program. This involves maintaining plant and equipment, diagnosing faults, responding to unsafe or failed plant and equipment and reviewing the effectiveness of the maintenance program.
Required Reading: No required text
Assessment: Evidence of the following is essential: -conducts regular monitoring of use and condition of aquatic facility plant and equipment and identifies potential problems and faults -responds to plant and equipment failures and faults and repairs within designated responsibility or makes arrangements for qualified contractors to carry out repairs as required -records details of failed or unsafe plant or equipment and corrective actions taken.

SISCAQU306A SUPERVISE CLIENTS AT AN AQUATIC FACILITY OR ENVIRONMENT

Locations: Industry, Footscray Park.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to supervise clients at an aquatic recreation facility or environment to minimise risk.
Required Reading: No required text
Assessment: Evidence of the following is essential: -identifies behaviours and actions that pose a risk to the range of clients commonly encountered in aquatic facilities or environments -determines and actions appropriate responses according to the organisation's risk management plan and own level of responsibility -monitors and supervises client activity discreetly and takes prompt action within own level of responsibility to maintain a safe aquatic facility or environment at all times -uses effective communication techniques to monitor and manage the behaviour of clients and to document incidents -identifies the common signs and signals of a person experiencing difficulties in the water and determines and actions the most appropriate response.

SISCAQU307A PERFORM ADVANCED WATER RESCUES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify and evaluate a major aquatic emergency and perform an advanced water rescue. These situations will usually involve a team response.
Required Reading: No required text
Assessment: Evidence of the following is essential: -identifies the signs and signals of a person experiencing difficulties in the water and determines possible contributing factors to enable prompt assessment and formulation of a suitable rescue plan -determines appropriate rescue types and participates as part of a team in rescues in the water that involve more than one casualty -demonstrates the use of spine-boards, spinal immobilisation collars, oxygen supplemented resuscitation and oxygen therapy on sufficient occasions to demonstrate competency and consistency of performance -monitors, accurately assesses and treats casualties and communicates effectively with emergency services -accurately reports incidents and notifies other relevant personnel according to relevant legislation and organisational policies and procedures.

SISCAQU308A INSTRUCT WATER FAMILIARISATION, BUOYANCY AND MOBILITY SKILLS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to instruct a broad range of clients in water familiarisation, buoyancy and mobility skills using drills, activities and games according to best practice principles of aquatic activities.
Required Reading: No required text
Assessment: Evidence of the following is essential: -delivers concise information, explanations and demonstrations to ensure drills, activities and games are conducted safely -observes clients and provides feedback and intervention to improve individual skill performance as appropriate -modifies instructional methods, styles and activities for individuals and groups to enhance skill development as appropriate -applies organisational policies and procedures and relevant legislation to ensure safety of participants and other facility users.

SISCAQU309A INSTRUCT CLIENTS IN WATER SAFETY AND SURVIVAL SKILLS

Locations: Industry, Footscray Park.
Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use drills, activities and games to instruct water safety and survival skills.

Required Reading: No required text

Assessment: Evidence of the following is essential: -delivers concise information, explanations and demonstrations in multiple sessions to ensure drills, activities and games are conducted safely -observes clients and provides feedback and intervention to improve individual skill performance and survival stroke techniques as appropriate -modifies instructional methods, styles and activities for individuals or groups to enhance skill development as appropriate -applies organisational policies and procedures and relevant legislation to ensure safety of participants and other facility users as appropriate.

SISCAQU310A INSTRUCT SWIMMING STROKES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use drills, activities and games to instruct swimming strokes to a range of clients including children and adults.

Required Reading: No required text

Assessment: Evidence of the following is essential: -delivers concise information, explanations and demonstrations to ensure drills, activities or games are conducted safely -observes clients and provides feedback and intervention to improve individual skill performance and stroke techniques as appropriate -responds to client progress and modifies instructional methods, styles and activities for individuals or groups, as appropriate, to enhance skill development -applies organisational policies and procedures and relevant legislation to ensure safety of participants and other facility users as appropriate.

SISCCRD302A RECRUIT AND MANAGE VOLUNTEERS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to recruit, induct, manage and retain volunteers according to organisational requirements and policies.

Required Reading: No required text

Assessment: Evidence of the following is essential: -identifies and implements organisational requirements, policies and procedures for recruiting, inducting and managing volunteers -conducts volunteer induction and identifies and arranges any additional training required by volunteers -maintains records of recruitment, induction and management processes for volunteers.

SISCCRO301A ASSIST WITH RECREATION GAMES NOT REQUIRING EQUIPMENT

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assist in the planning and conduct of recreation games not requiring equipment, in a community recreation setting.

Required Reading: No required text

Assessment: Evidence of the following is essential: -identifies, confirms and carries out assigned duties according to own level of responsibility and refers tasks outside own level to appropriate personnel -carries out allocated tasks responsibly and in a non-discriminatory manner according to instructions of responsible person and reports any difficulties to the appropriate personnel -clarifies and conveys information about essential aspects of the games to assist and encourage participants to fully

participate in the recreation games -contributes to the evaluation of the recreation games and suggests how they could be improved and reflects on own work performance.

SISCCRO302A APPLY LEGAL AND ETHICAL INSTRUCTIONAL SKILLS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply legal and ethical instructional skills that comply with activity-specific best practice principles.

Required Reading: No required text

Assessment: Evidence of the following is essential: -accesses and interprets legal and ethical information relevant to the activity to anticipate possible legal and ethical issues and develop appropriate management strategies -determines instructional styles appropriate to the needs of clients and the skills -develops session plans for activity-specific skills according to the needs of clients, best practice principles of the activity and the organisation.

SISFFIT301A PROVIDE FITNESS ORIENTATION AND HEALTH SCREENING

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit applies to front-of-house customer service staff who are exercise instructors and who work in facilities that provide a range of exercise programs such as aqua, group or gym based to general populations including older clients and children who present with no major health conditions. This unit is applicable to those working in fitness venues, gyms or other exercise environments.

Required Reading:no required text

Assessment: Evidence of the following is essential: - accurately identifies client's fitness requirements and provides clear information about appropriate exercise programs and services - interacts with the client in a friendly and courteous manner using appropriate communication strategies and organisational channels to collect, handle and clarify sensitive information and to respond to client queries - works within role and responsibilities to administer, review and process a health screening questionnaire and makes arrangements for clients to follow up appraisal with appropriate personnel as required

SISFFIT302A PROVIDE QUALITY SERVICE IN THE FITNESS INDUSTRY

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, interpersonal, communication and customer service skills and knowledge required to work in the fitness industry. It requires the ability to use appropriate communication techniques, maintain high personal presentation standards, establish rapport with clients, determine and address client needs and expectations and deal with complaints.

Required Reading:no required text

Assessment: Evidence of the following is essential: - understanding of communication and customer service and its importance in a fitness industry context - ability to communicate effectively with a variety of clients including those with special needs and difficult or complaining ones - ability to provide quality customer service on multiple occasions. This should occur over a period of time and cover a range of diverse customer service situations, including the resolution of complaints, to ensure consistency of performance and ability to respond to different circumstances. - completion of service within commercial time constraints so that all clients are served effectively

SISFFIT303A DEVELOP AND APPLY AN AWARENESS OF SPECIFIC POPULATIONS TO EXERCISE DELIVERY

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit covers the skills and knowledge to provide appropriate advice to specific population clients on participation in fitness appraisals and fitness activities. It covers the pathology of the more common disease states and conditions encountered within the fitness industry and the limiting effects of the condition on exercise performance and functional capacity.

Required Reading:no required text

Assessment: Evidence of the following is essential: - confirm sufficient knowledge of exercise modifications for specific populations. - identify specific population clients - apply knowledge of the pathology of the disease, condition or injury to exercise delivery - provide suitable advice to specific population clients about exercise participation - deliver exercise delivery for specific population clients after referral and

SISFFIT304A INSTRUCT AND MONITOR FITNESS PROGRAMS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, instruct, supervise and evaluate fitness programs for a range of fitness clients, including older adults and older adolescents.

Required Reading:no required text

Assessment: Evidence of the following is essential: - consults with a range of clients including older clients and older adolescents to develop fitness programs specific to individual client needs, expectations and limitations - clearly and safely demonstrates, explains and supervises fitness programs appropriate to local fitness industry and organisation requirements - evaluates and adjusts fitness programs in consultation with clients - monitors and maintains the behaviour of clients according to the requirements and expectations of the facility.

SISFFIT305A APPLY ANATOMY AND PHYSIOLOGY PRINCIPLES IN A FITNESS CONTEXT

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply an understanding of human body structure and systems and terminology as they relate to exercise instruction. It applies to fitness professionals who may operate with some level of autonomy or under limited supervision and incorporates the self directed application of knowledge and skills.

Required Reading:no required text

Assessment: Assessment must ensure that the candidate: - demonstrates competency in the workplace or a simulated workplace environment in a range of situations which may include client interruptions and involvement in other related activities normally expected in the workplace. For further guidance on the use of an appropriate simulated environment, refer to the Assessment Guidelines in this Training Package - has access to relevant documentation, such as workplace policy and procedures manuals. - has access to a range of clients with different requirements.

SISFFIT306A PROVIDE HEALTHY EATING INFORMATION TO CLIENTS IN ACCORDANCE WITH RECOMMENDED GUIDELINES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake a risk-management process in relation to an activity and in accordance with an organisation's risk-management policies and procedures. In this context, the risk-analysis process is conducted using structured analysis methodology according to the current Australian and New Zealand standard.

Required Reading:no required text

Assessment: Evidence of the following is essential: - communicates effectively with clients to ascertain needs and goals - provides current and accurate healthy eating information appropriate to the needs and goals of clients and recognises and refers situations outside own scope of practice - correctly measures body composition for clients using appropriate measures - designs, implements and reviews exercise plans appropriate to the body composition needs and goals of multiple clients - applies all organisational policies and procedures and legislative requirements.

SISFFIT307A UNDERTAKE CLIENT HEALTH ASSESSMENT

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to review client screening information, discuss fitness goals with the client, and conduct a basic fitness appraisal in preparation for a exercise program.

Required Reading:no required text

Assessment: Evidence of the following is essential: - develops a rapport with a range of clients based on gender, age, physical capacity, fitness goals and level of motivation - treats client information with sensitivity and discretion, displays client empathy and puts clients at ease during the fitness appraisal process - undertakes fitness assessments based on the fitness goals and physical capacity of the client and makes informed recommendations on appropriate exercise programs or the need to seek medical or allied health assistance - identifies motivational techniques and strategies appropriate to a range of clients with different needs to support and encourage adherence to an exercise program - applies effective contingency management techniques to deal with a range of problems and issues that may arise during the appraisal process such as difficult or demanding clients with unrealistic fitness expectations

SISFFIT308A PLAN AND DELIVER GYM PROGRAMS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, demonstrate, supervise and monitor a range of gym programs customised for clients with specific fitness requirements and respond appropriately to the changing needs of clients.

Required Reading:no required text

Assessment:-plans, demos, supervises & adjusts gym progs incorporating safe & effctve equipt use & exercise prescription for range of clients, incl older clients to address fitness goals -comms effctvey w a range of clients to explain exercise prog, its expected benefits & safety considerations & provides constructive feedback - identifies individual client behavs & applies appropriate motivational techs & strategies to support exercise adherence -plans circuit class w interrelated components, monitors the progress of session & applies effctve contingency mgment techs to deal w range of problems & issues that may arise during the session, - instructs circuit class that meet client expectations, comply w legtive & orgnisnal reqs. -evaluates & reflects on own work perform to identify ways in which session outcomes & benefits to clients can be improved. -manages the timing & conduct of

gym progs to enable effctve & efficient use of facilities, respecting the needs of other facility users.

SISFFIT309A PLAN AND DELIVER GROUP EXERCISE SESSIONS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to plan and instruct group exercise session to music. It focuses on the planning, selection, sequencing and progression of exercises and appropriate music, and instructing and monitoring client to ensure safe conduct of activities.
Required Reading:no required text
Assessment:-plan, instruct and monitor client performance, and respond appropriately to client behaviour to maintain an effective exercise environment -applie appropriate techniques to motivate group -select & use music effectively within group exercise sessions -safe and effective cueing -plan circuit sessions with interrelated components, monitor the progress of the session. -apply effective contingency management techniques to deal with a range of problems & issues that may arise during the session, such as equipment failure or client overtraining, and makes adjustments in response to changing situations -instruct sessions that meet client expectations, comply with legislative & organisational requirements, & are of sufficient duration to allow the candidate to demonstrate techniques to instruct and review circuit sessions -evaluate client & own performance & identifie improvements for future sessions -use appropriate delivery technique to enhance client learning & performance

SISFFIT310A PLAN AND DELIVER WATER BASED FITNESS ACTIVITIES
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, knowledge and skills required to plan, deliver and evaluate water based fitness activities for mainstream clients. It requires the application of effective aquatic instructional techniques and the application of the hydrodynamic principles on muscles, joints and cardiorespiratory system to ensure safe and effective fitness outcomes for clients.
Required Reading:no required text
Assessment: Assessment must ensure planning and conducting activities for multiple participant groups of a size and nature that reflect current local and industry conditions. Assessment must also ensure: -   demonstration of skills within a facility with access to a suitable aquatic environment with appropriate depth, surfaces, entry, exit, water quality and temperature -   access to appropriate documentation and resources normally used in the workplace such as equipment checklists and session plan proformas -   access to equipment for water based fitness activities - access to a safe pool deck including instructor and safety resources -   access to documentation such as manufacturer specifications for equipment use -   access to a range of clients with a range of fitness needs.

SISFFIT312A PLAN AND DELIVER AN ENDURANCE TRAINING PROGRAM
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and deliver indoor and outdoor endurance training programs for a range of clients utilising a broad range of equipment and motivational and instructional techniques
Required Reading:no required text
Assessment:-   planning and conducting endurance training programs that meet the specific needs of individuals, groups or sports -   applying effective

communication techniques to instruct, monitor, motivate and evaluate multiple endurance training programs -   selecting, sequencing and monitoring the safe and appropriate use of a range of current equipment in endurance training.

SISFFIT313A PLAN AND DELIVER EXERCISE TO APPARENTLY HEALTHY CHILDREN AND ADOLESCENTS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and deliver exercise for children and young adolescents. It involves planning, demonstration, instruction, review and modification of activities and instructional techniques to meet participant needs.
Required Reading:no required text
Assessment: Evidence of the following is essential: -screens children and young adolescents prior to commencement of exercise sessions and communicates results to relevant caregivers and recommends referral to appropriate medical or allied health professionals where necessary -develops a variety of sessions for exercise that are fun, interactive and safe for a range of client groups of children and young adolescents -provides accurate and current information about healthy eating and healthy eating options in accordance with recommended guidelines -evaluates exercise sessions and modifies exercise plans according to feedback received from participants and own evaluation.

SISFFIT314A PLAN AND DELIVER EXERCISE TO OLDER CLIENTS WITH MANAGED CONDITIONS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and deliver exercise for clients aged 50 and over. It involves planning, demonstration, instruction, review and modification of activities and instructional techniques to meet client needs.
Required Reading: No required text
Assessment: Evidence of the following is essential: -screens older clients prior to commencement of exercise sessions and communicates results to family members where appropriate and recommends referral to appropriate medical or allied health professionals where necessary -develops a variety of sessions for a range of older clients that are fun, interactive and safe -provides accurate and current healthy eating information in accordance with recommended guidelines -modifies individual exercises to accommodate the specific needs of the client -evaluates exercise sessions and modifies exercise plans according to feedback received from clients and own evaluation.

SISFFIT415A WORK COLLABORATIVELY WITH MEDICAL AND ALLIED HEALTH PROFESSIONALS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to identify situations and conditions requiring guidance from medical or allied health professionals, to interpret instructions from medical or allied health professionals and implement appropriate exercise plans.
Required Reading:no required text
Assessment: Evidence of the following is essential: -identifies and advises clients requiring referral to medical or allied health professionals -communicates effectively with medical or allied health professionals using appropriate communication techniques to respond to instructions contained in referrals and provides accurate

information to clients advised to seek referral -demonstrates ability to receive referrals in a professional manner in accordance with guidelines of referring medical or allied health professional and own organisation. -maintains confidentiality, security and privacy of information.

SISFFIT416A APPLY MOTIVATIONAL PSYCHOLOGY TO PROVIDE GUIDANCE ON EXERCISE BEHAVIOUR AND CHANGE TO MEET HEALTH AND FITNESS GOALS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse client behaviour and motivate clients to commence and adhere to a long term exercise plan.
Required Reading:no required text
Assessment: Evidence of the following is essential: -provides individualised strategies to promote a positive exercise behaviour change in clients -implements effectively a range of short and long term motivational strategies suited to the individual client and the exercise situation -utilises appropriate motivational theory in exercise situations when instructing clients -demonstrates effective use of verbal and non verbal aspects of communication to motivate clients -analyse the physical environment of a fitness venue and how that impacts on client behaviour, then adopt appropriate motivational techniques that meet the needs of the client -demonstrates appropriate manner, empathy and patience when working with clients embarking on a behaviour change.

SISFFIT417A UNDERTAKE LONG TERM EXERCISE PROGRAMMING

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, knowledge and skills required to design, plan and program long term exercise for fitness industry clients.
Required Reading: No required text
Assessment: Evidence of the following is essential: -implement the principles and variables of training that underlie exercise planning -interrelate the components of an exercise plan for specific adaptations -write exercise plans for a variety of training conditions -modify existing exercise plans for clients.

SISFFIT418A UNDERTAKE APPRAISALS OF FUNCTIONAL MOVEMENT

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to undertake general postural appraisals to evaluate a client's posture, functional range of movement and muscle strength and weakness in preparation for the development of an appropriate exercise program.
Required Reading: No required text
Assessment: Evidence of the following is essential: -treats client information with sensitivity and discretion, displays client empathy, puts clients at ease during the appraisal process and communicates information and results appropriately -carries out postural appraisals according to legal and ethical limitations and refers to appropriate personnel regarding areas outside level of responsibility -utilises a range of postural assessment tools and activities and makes informed recommendations to the client for appropriate exercise programs or recommends external assistance -applies effective contingency management techniques to deal with a range of problems and issues that may arise during the appraisal process such as providing strategies to address poor posture and referring clients with abnormal appraisal outcomes to medical or allied health professionals.

SISFFIT419A APPLY EXERCISE SCIENCE PRINCIPLES TO PLANNING EXERCISE

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, knowledge and skills required to utilise a broad knowledge of exercise science principles in fitness training.
Required Reading: No required text
Assessment: Evidence of the following is essential: -monitor the physiological responses of the body to exercise. -explain the adaptations the body makes to exercise. -conduct aerobic function assessments. -monitor the temperature regulation of the body during exercise.

SISFFIT420A PLAN AND DELIVER EXERCISE PROGRAMS TO SUPPORT DESIRED BODY COMPOSITION OUTCOMES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, knowledge and skills required to design exercise plans and programs to change body composition in clients. It requires the application of healthy eating standards and guidelines to provide accurate healthy eating information to clients and the ability to recognise and work within professional limitations.
Required Reading: No required text
Assessment: Evidence of the following is essential: -communicates effectively with clients to ascertain needs and goals and applies appropriate motivational techniques to support client success -provides current and accurate general healthy eating advice appropriate to the needs and goals of clients and recognises and refers situations outside own scope of practice -correctly measures body composition for clients using appropriate measures -designs, implements and reviews exercise plans appropriate to the body composition needs and goals of multiple clients -applies all organisational policies and procedures and legislative requirements.

SISFFIT421A PLAN AND DELIVER PERSONAL TRAINING

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to be able to plan, deliver monitor and adjust personal training programs for a range of clients including older clients, in both indoor and outdoor settings.
Required Reading: No required text
Assessment: Evidence of the following is essential: -plans, demonstrates, instructs and adjusts exercises incorporating teaching and learning styles appropriate to needs of different clients -uses appropriate techniques to build rapport with and motivate clients with different needs -performs effective assessment reviews of a range of exercise plans and makes any required adjustments.

SISFFIT422A IMPLEMENT INCLUSIVE AQUATIC ACTIVITIES FOR SPECIFIC POPULATION GROUPS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to plan and deliver safe and effective aquatic sessions for independent participants and those supported by a caregiver. This unit does not cover the provision of hydrotherapy.
Required Reading: No required text
Assessment: Evidence of the following is essential: -assesses participants' goals to develop and deliver safe and effective aquatic activities according to the principles of movement in water -uses, monitors and modifies effective teaching strategies

appropriate to specific population group to deliver multiple sessions that are of sufficient duration to demonstrate competency and consistency of goal orientated performance -perform basic non contact water rescue according to best practice principles of aquatic activities -demonstrates appropriate manner, empathy and promotes inclusive participation when working with a group -applies all organisational policies and procedures and legislation and regulatory requirements to ensure safety of participants, self and other facility users as appropriate. -responds to participant feedback and reviews own performance, session outcome and addresses any areas requiring modification or improvement.

SISFFIT523A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH CARDIORESPIRATORY CONDITIONS

Locations: Werribee, Melton, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to deliver prescribed exercise programs to stable clients with cardiorespiratory conditions in collaboration with medical or allied health professionals.
Required Reading: No required text

SISFFIT524A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH METABOLIC CONDITIONS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to deliver prescribed exercise programs to stable clients with metabolic conditions in collaboration with medical or allied health professionals.
Required Reading:no required text
Assessment: Assessment must ensure demonstration of skills over a period of time within a facility where a variety of exercise modes and equipment are available to support effective exercise for clients with metabolic conditions. Assessment must also ensure access to: - a range of clients with real or simulated metabolic conditions from a range of ages - a range of real or simulated medical or allied health professionals referrals for a range of referred clients with metabolic conditions and risk factors - demonstration of skills on sufficient occasions to determine competence in interpreting relevant information and delivering the prescribed exercise program for a range of clients with a range of metabolic conditions - relevant documentation such as client record forms.

SISFFIT525A ADVISE ON INJURY PREVENTION AND MANAGEMENT

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide information to fitness clients about exercise related injuries, their prevention and management.
Required Reading:no required text
Assessment: Evidence of the following is essential: - researches cause and prevalence of commonly occurring injuries to develop injury prevention strategies for fitness clients - implements injury prevention strategies and monitors and adjusts the effect of interventions within the parameters of own accepted roles and responsibilities - applies effective contingency management techniques according to own level of responsibility to respond to problems impacting on effective injury prevention and management - evaluates and reflects on own performance in implementing and evaluating injury prevention strategies

SISFFIT526A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH MUSCULOSKELETAL CONDITIONS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to deliver prescribed exercise programs to stable clients with musculoskeletal conditions, in collaboration with medical or allied health professionals.
Required Reading:no required text
Assessment: Assessment must ensure demonstration of skills over a period of time within a facility where a variety of exercise modes and equipment are available to support effective musculoskeletal exercise. Assessment must also ensure access to: - facility where a variety of exercise modes and equipment are available, such as exercise machines, weight machines, exercise mats and adequate floor space - a range of clients with real or simulated musculoskeletal conditions from a range of ages - a range of real or simulated medical or allied health professionals referrals for a range of clients with musculoskeletal conditions and risk factors - demonstration of skills on sufficient occasions to determine competence in interpreting relevant information and delivering the prescribed exercise program for a range of clients with a range of musculoskeletal conditions - relevant documentation such as client record forms

SISFFIT527A UNDERTAKE HEALTH PROMOTION ACTIVITIES TO DECREASE RISK FACTORS AND PREVENT CHRONIC DISEASE

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan and deliver exercise to promote general health and well-being, and decrease risk factors and chronic disease. The unit outlines appropriate exercise levels within the context of public health recommendations on physical activity.
Required Reading:no required text
Assessment: Evidence of the following is essential: - demonstrates understanding and application of current exercise recommendations to promote health, reduce risk factors and prevent chronic lifestyle disease - designs, implements and evaluates health promotion activities to improve the health status of groups or individuals - uses effective communication strategies to lead and instruct physical activity sessions, and to deliver education and training activities to promote good health - monitors and maintains the safety of participants, exercise equipment and the exercise setting when delivering health promotion interventions - provides appropriate motivational strategies to effect a positive behaviour change in participants

SISFFIT528A APPLY RESEARCH FINDINGS TO EXERCISE MANAGEMENT STRATEGIES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to source and evaluate evidence based research information and apply findings to the prescription of exercise management strategies to support the long and short term goals of clients with various identified medical conditions or musculoskeletal needs.
Required Reading:no required text
Assessment: Evidence of the following is essential: - understanding of the research process as it relates to accessing current relevant information to deliver exercise management strategies for clients with identified medical conditions or musculoskeletal needs. - ability to critical review and interpret research literature -

ability to apply research information to the modification of exercise programs to meet the long and short term goals of clients.

SISFFIT529A DELIVER PRESCRIBED EXERCISE TO CLIENTS WITH A DISABILITY OR NEUROLOGICAL IMPAIREMENT

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required assist in the delivery of exercise programs to referred clients with a disability or neurological impairment who present with only moderate risk of untoward event or exacerbation of impairment during exercise, in collaboration with the relevant medical or allied health professionals.
Required Reading: No required text
Assessment: Assessment must ensure demonstration of skills over a period of time within a facility where a variety of exercise modes and equipment are available to support effective exercise for clients with disabilities and neurological impairment

SISFFIT530A DELIVER PRESCRIBED EXERCISE TO CHILDREN AND YOUNG ADOLESCENTS WITH SPECIFIC CHRONIC CONDITIONS

Locations: Industry, Footscray Park.
Prerequisites:SISFFIT313A - PLAN AND DELIVER EXERCISE TO APPARENTLY HEALTHY CHILDREN AND ADOLESCENTS
Description: This unit describes the performance outcomes, skills and knowledge to deliver exercise programs to children and young adolescents who present with risk of an adverse event or exacerbation of impairment during exercise, in collaboration with relevant medical or allied health professionals.
Required Reading: No required text
Assessment: Assessment must ensure training of multiple exercise sessions that are of sufficient duration and breadth to allow the demonstration of competency and consistency of performance. Assessment must also ensure access to: -   a facility where a variety of exercise modes and equipment are available, such as a weights gym, exercise room or outdoors -   relevant resources; for example, nutritional information prepared by dieticians for a range of ages -   appropriate documentation normally used in the workplace such as fitness charts, client record forms and assessment questionnaires -   a range of participant groups composed of children and young adolescents with specific medical conditions.

SISFFIT531A DELIVER PRESCRIBED EXERCIES TO OLDER CLIENTS WITH CHRONIC CONDITIONS

Locations: Industry, Footscray Park.
Prerequisites:SISFFIT314A - PLAN AND DELIVER EXERCISE TO OLDER CLIENTS WITH MANAGED CONDITIONS
Description: This unit describes the performance outcomes, skills and knowledge to deliver exercise programs to referred older clients who present with risk of an adverse event or exacerbation of impairment during exercise, in collaboration with relevant medical or allied health professionals.
Required Reading: No required text
Assessment: Assessment must ensure training of multiple exercise sessions that are of sufficient duration and breadth to allow the demonstration of competency and consistency of performance Assessment must also ensure access to: -   a facility or venue where a variety of exercise modes and equipment are available, such as a weights gym, pool, exercise room and open air -   a range of real or simulated medical or allied health professional referrals for a range of older clients with chronic conditions -   relevant documentation such as client record forms -   a range of participant groups composed of older adults with a variety of chronic conditions.

SISOABA201A DEMONSTRATE ABSEILING SKILLS ON ARTIFICIAL SURFACES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in basic abseiling activities on artificial surfaces under supervision. This unit focuses on the demonstration of simple abseiling skills in a controlled artificial environment.
Required Reading: No required text
Assessment: Evidence of the following is essential: -selects and fits abseiling equipment, and carries out personal safety checks -follows written and verbal instructions to apply knowledge and demonstrate controlled abseiling techniques on an artificial surface -negotiates obstacles and hazards during the abseiling activity, and communicates effectively with the belayer or leader to ensure safety of self and others -Receives feedback from leader and evaluates and reflects on own abseiling performance to identify strengths, weaknesses and areas that need improvement.

SISOABN202A SAFEGUARD AN ABSEILER USING A SINGLE ROPE BELAY SYSTEM

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to safeguard an abseiler using a single rope belay system and a bottom brake system under direct supervision. This unit applies to abseiling on either natural or artificial surfaces.
Required Reading: No required text
Assessment: Evidence of the following is essential: -correctly fits equipment, such as attachment of belayer to an anchor, and carries out safety checks to ensure effective working order -arranges a suitable communication system with abseiler, monitors their progress and responds to abseilers calls appropriately -follows instructions to accurately apply knowledge and demonstrate belaying techniques, such as maintaining appropriate rope tension -adapts quickly to problems or issues that may arise during abseiling or belaying, such as movement restriction of the abseiler due to inappropriate rope tension, and makes appropriate adjustments to ensure safety of abseiler -evaluates and reflects on own belaying performance to identify strengths, weaknesses and areas that need improvement.

SISOBWG201A DEMONSTRATE BUSHWALKING SKILLS IN A CONTROLLED ENVIRONMENT

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in supervised bushwalks. This unit focuses on the demonstration of bushwalking skills through the participation in planned bushwalks and associated activities under the supervision of a suitably qualified leader.
Required Reading: No required text
Assessment: Evidence of the following is essential: -applies relevant process to plan equipment and supply requirements according to the conditions and duration of the bushwalk -demonstrates bushwalking techniques including ascending and descending techniques -seeks advice and feedback from leader to improve skills and ensure safety of self and group -evaluates and reflects on own bushwalking performance to identify strengths and weaknesses and areas that need improvement.

SISOCLA201A DEMONSTRATE TOP ROPE CLIMBING SKILLS ON ARTIFICIAL SURFACES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to climb and belay under supervision, using a top-rope set up, on artificial surfaces. This unit focuses on the demonstration of simple climbing skills and techniques.

Required Reading: No required text

Assessment: Evidence of the following is essential: -applies relevant processes to plan and select an appropriate route for the context and duration of the climb and provides a route description -selects and fits equipment, such as a harness, and carries out safety checks before demonstrating climbing and belaying techniques, such as maintaining appropriate rope tension when belaying -adapts quickly to problems or issues that may arise during climbing or belaying, such as movement restriction of the climber due to inappropriate rope tension, and makes appropriate adjustments to ensure safety of climber -evaluates and receives feedback and reflects on own climbing and belaying performance to identify strengths, weaknesses and areas that need improvement.

SISOCLA305A APPLY ROUTE SETTING SKILLS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to independently set climbing routes on artificial surfaces in a variety of contexts such as indoor, outdoor, single and multi pitch.

Required Reading: No required text

Assessment: Evidence of the following is essential: -selects, fits and maintains equipment independently and carries out safety checks to ensure effective working order -negotiates obstacles and hazards while positioning and fastening holds to a desired level of difficulty.

SISOCNE201A DEMONSTRATE SIMPLE CANOEING SKILLS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to participate in a canoeing activity under supervision. This unit focuses on the demonstration of canoeing skills, such as the ability to control and manoeuvre a canoe in controlled conditions.

Required Reading: No required text

Assessment: Evidence of the following is essential: -applies relevant process to plan equipment and supply requirements according to the conditions and duration of the canoeing activity -demonstrates control and manoeuvring techniques, such as maintaining sufficient blade angle throughout stroke to direct the canoe -applies capsizing technique and follows rescue procedures to prepare for emergency situations -seeks advice and feedback from leader to improve skills and ensure safety of self and others -evaluates and reflects on own canoeing performance to identify strengths and weaknesses and areas that need improvement.

SISOCNE202A PERFORM DEEP WATER RESCUES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to perform deep water rescues. This unit focuses on determining the most appropriate deep water rescue for the situation and applies during canoeing, kayaking and sea kayaking.

Required Reading: No required text

Assessment: Evidence of the following is essential: -dentifies hazards and risks associated with deep water rescues and applies knowledge of water systems to select a suitable rescue method -demonstrates suitable craft position and rescue techniques suitable to the conditions -adapts to problems or issues that may arise during deep water rescues, such as change in current and or weather conditions, and makes appropriate adjustments to ensure safety of self and others.

SISOCYT201A SELECT, SET UP AND MAINTAIN A BIKE

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to select, set up and maintain a bike under supervision, for cycle touring. Other related competencies such as navigation and trip planning are defined elsewhere.

Required Reading: No required text

Assessment: Evidence of the following is essential: -refers to sources on bike selection to selects a bicycle for personal use that meets the needs, size and proportions of the rider -identifies bicycle features, parts and tools and conducts routine checks and repairs on a bicycle to ensure it is suitably proportioned and in good working order -applies knowledge of bicycle functioning and safety to select and use tools to repair common bicycle deficiencies, such as a broken chain and punctured tyres.

SISOCYT202A DEMONSTRATE BASIC CYCLING SKILLS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to participate in on and off-road cycling activities under supervision. This unit focuses on the demonstration of basic cycling skills over gentle to moderate terrain with some hazards.

Required Reading: No required text

Assessment: Evidence of the following is essential: -conducts routine checks on the bicycle to ensure it is suitably proportioned and in good working order -demonstrates cycling techniques, such as gear and pace change in on and off road conditions -takes measures to guard personal and group safety by identifying and negotiating obstacles and hazards, and using communication during the cycling activity -evaluates and reflects on own cycling performance to identify strengths, weaknesses and areas that need improvement.

SISOKYK201A DEMONSTRATE SIMPLE KAYAKING SKILLS

Locations: Industry, Footscray Park, VETiS.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to participate in a kayaking activity under supervision. This unit focuses on the demonstration of kayaking skills, such as the ability to control and manoeuvre a kayak in controlled conditions.

Required Reading: Not Applicable

Assessment: Evidence of the following is essential: - applies relevant process to plan equipment and supply requirements according to the conditions and duration of the kayaking activity - demonstrates control and manoeuvring techniques, such as maintaining sufficient blade angle throughout strokes to direct the kayak - applies capsizing technique and follows rescue procedures to prepare for emergency situations - evaluates and reflects on own kayaking performance to identify strengths and weaknesses and areas that need improvement.

SISOMBK201A DEMONSTRATE BASIC OFF-ROAD CYCLING SKILLS

Locations: Industry, Footscray Park, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in off-road cycling activities under supervision. This unit focuses on the demonstration of basic off-road cycling skills on gravel roads and single tracks with easy to intermediate terrain.
Required Reading: No Required Text
Assessment: Evidence of the following is essential: - plans equipment and supply requirements according to the conditions - applies riding skills to safely negotiate route and identify and negotiate hazards, obstacles and risks while maintaining personal and group safety - uses tools and spare parts to perform routine and non-routine checks and maintenance on the bicycle to ensure it is correctly proportioned and in safe working order - evaluates and reflects on own off-road cycling performance to identify strengths, weaknesses and areas that need improvement.

SISONAV201A DEMONSTRATE NAVIGATION SKILLS IN A CONTROLLED ENVIRONMENT

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to navigate in controlled environments where there are significant landmarks.
Required Reading: No required text
Assessment: Evidence of the following is essential: -applies relevant process to plan a route in controlled environments and demonstrates navigation techniques to orientate and follow directions -seeks advice and feedback from leader to improve skills and ensure safety of self and group -evaluates and reflects on own navigation performance to identify strengths, weaknesses and areas that need improvement.

SISOODR201A ASSIST IN CONDUCTING OUTDOOR RECREATION SESSIONS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to assist in the conduct of outdoor recreation sessions under the direct supervision of a responsible person. This unit focuses on the application of skills to contribute to the safe conduct of outdoor recreation sessions and undertake monitoring of personal performance.
Required Reading: No required text
Assessment: Evidence of the following is essential: -identifies, confirms and carries out assigned duties according to own level of responsibility and refers to appropriate personnel regarding areas outside level of responsibility -carries out allocated tasks according to instructions of responsible person and reports any difficulties in carrying out arrangements for the planned session to the appropriate personnel -interacts with participants positively and conveys necessary information about essential aspects of the session to enable and encourage participants to fully participate and provide feedback on the session -contributes to the evaluation of the session, suggests how it could be improved and reflects on own work performance.

SISOODR302A PLAN OUTDOOR RECREATION ACTIVITIES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to independently plan team outdoor activities for an environment where extreme

environmental conditions are not likely to occur. This unit focuses on the application of planning skills to plan outdoor recreation activities that take into account participant needs, logistical and resourcing requirements in order to plan safe outdoor activities.
Required Reading: No required text
Assessment: Evidence of the following is essential: -carries out logistical and operational aspects of planning tasks responsibly and safely using a participant centred approach -plans outdoor recreation activities safely and in a manner that meets the needs and views of a range of participants and complies with relevant legislative and organisational requirements -applies contingency management techniques to anticipate a range of problems and issues that may arise during an outdoor recreation activity -coordinates and allocates activity resources to optimise their availability and use by participants.

SISOODR303A GUIDE OUTDOOR RECREATION SESSIONS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to guide a non-instructional outdoor activity session for participants. This unit focuses on the application of skills to lead and monitor sessions in a safe manner. It requires the ability to utilise resources to ensure the welfare and satisfaction of participants and to facilitate and maintain group cooperation and interaction during the session.
Required Reading: No required text
Assessment: Evidence of the following is essential: -leads outdoor recreation sessions responsibly, using communication strategies and a participant centred approach to encourage participation and interaction -applies negotiation and contingency management techniques to deal with a range of problems and issues that may arise during the session and makes adjustments in response to changing situations -evaluates and reflects on own work performance to identify ways in which session outcomes and benefits to participants can be improved.

SISOOPS201A MINIMISE ENVIRONMENTAL IMPACT

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement minimal environmental impact practices while participating in and assisting in outdoor recreation activities under supervision.
Required Reading: No required text
Assessment: Evidence of the following is essential: -utilises environmental resources responsibly and with minimal impact to participate in outdoor recreation activities -complies with general legislation, land managers requirements, industry codes and activity specific codes of practice to minimise environmental impact -applies contingency management techniques to deal with problems in implementing minimal environmental impact practices.

SISOOPS202A USE AND MAINTAIN A TEMPORARY OR OVERNIGHT SITE

Locations: Industry, Footscray Park, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to establish, use and maintain a temporary or overnight site. Temporary sites include sites used for rest stops, overnight camping and emergency shelters.
Required Reading: No required text
Assessment: Evidence of the following is essential: - makes logistical arrangements based on knowledge of the area and selects equipment and supply requirements according to the conditions and duration of the activity - applies

camping techniques and adapts to contingencies that may arise, such as sudden change of weather -   takes precautions to maintain physical well being of self and group, such as hygiene and sanitation procedures to prevent contamination and illnesses -   evaluates and reflects on performance to identify strengths, weaknesses and areas that need improvement.

SISOOPS304A PLAN FOR MINIMAL ENVIRONMENTAL IMPACT
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan outdoor activities to ensure that minimal environmental impact occurs. The planning requires consideration of the appropriate combination of an activity with a setting. This involves the learner making informed decisions about the selection of settings and the conduct of the activity during the planning phase.   For Indigenous contexts, the delivery and assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.
Required Reading: No required text
Assessment: Evidence of the following is essential: -plans outdoor recreation activities that balance the need to minimise environmental impact of recreational activities with appropriate activities and opportunities -applies contingency management techniques to deal with concerns over the degree of impact following recreational activities -adopts and models a responsible attitude towards the natural environment throughout activities.

SISOOPS306A INTERPRET WEATHER CONDITIONS IN THE FIELD
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to collect information from a weather map, make forecasts, and record and interpret weather and environmental information in the field in order to assess the impact of weather on outdoor recreation activities.
Required Reading: No required text
Assessment: Evidence of the following is essential: -makes weather predictions for a outdoor area using weather maps and forecasts -assesses the short and long term implications of meteorological data on a specific outdoor activity.

SISOSNK201A DEMONSTRATE SNORKELLING ACTIVITIES
Locations: Industry, Footscray Park, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in snorkelling activities in confined and or open water.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   applies relevant process to plan and select a snorkelling location and equipment for the conditions and duration of the activity -   demonstrates snorkelling surface and diving techniques and performs snorkel dive rescues in realistic simulations -   seeks advice and feedback from leader and evaluates and reflects on own snorkelling performance to identify strengths, weaknesses and areas that need improvement.

SISOSRF201A DEMONSTRATE SURF SURVIVAL AND SELF RESCUE SKILLS
Locations: Industry, Footscray Park, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply surf survival and self rescue skills. This unit focuses on the

demonstration of surf awareness and self rescue skills to safely participate in activities in surf environments.
Required Reading: No required text
Assessment: Evidence of the following is essential: -   applies relevant process to plan and select appropriate craft and equipment suitable for the rescue -   demonstrates self rescue and survival techniques in prevailing conditions -   evaluates and reflects on own surf survival performance to identify strengths, weaknesses and areas that need improvement.

SISOSRF202A DEMONSTRATE BASIC SURFING MANOEUVRES IN CONTROLLED CONDITIONS
Locations: Industry, Footscray Park, VETiS.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform basic surfing manoeuvres in controlled conditions
Required Reading: No required text
Assessment: Evidence of the following is essential: -   applies relevant process to plan and select appropriate craft and equipment suitable for the activity -   applies wipe out procedures, ensuring personal safety and safety of other surfers and swimmers -   evaluates and reflects on own surfing performance to identify strengths, weaknesses and areas that need improvement.

SISSAFL201A PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate skills of Australian football. This unit focuses on the development and performance of intermediate Australian football skills during drills, activities, games and competitions.
Required Reading: No required text
Assessment: Evidence of the following is essential: -utilises knowledge and interpretation of intermediate skills of Australian football, and relevant rules, regulations and policies to perform the intermediate skills applicable to different positions -determines observable body movements for each stage of intermediate skills and links together and practices these during drills, activities, games and competitions -communicates appropriately with team mates, coach, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback -reviews own and team's football performance to identify strengths and areas requiring improvement and or modifications.

SISSAFL202A PERFORM THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate tactics of Australian football. This unit focuses on the development and performance of intermediate Australian football tactics through the participation in activities, discussions and games.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge and interpretation of intermediate tactics of Australian football, and relevant rules, regulations and policies to develop and follow game plans, and apply the intermediate tactics applicable to different positions ¿h determines strengths and

weaknesses of individual player or players and teams and psychologically prepares to apply tactics and strategies accordingly ¿h communicates appropriately with team mates, coach, umpires and support staff throughout activities and games, and responds to feedback ¿h reviews own and team's football performance to identify strengths and areas requiring improvement and or modifications.

SISSAFL203A PARTICIPATE IN CONDITIONING FOR AUSTRALIAN FOOTBALL
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in conditioning for Australian Football. This unit focuses on the development and understanding of fitness and conditioning programs relating to Australian Football, including techniques to improve speed, agility, endurance, strength, power and flexibility.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge of energy systems and muscle groups to interpret how different conditioning applies to individual football positions ¿h participates in conditioning sessions to improve speed, agility, endurance, strength, power and flexibility and identifies over-training symptoms communicates appropriately with coaches and specialists to respond to feedback and seek advice from specialist or specialists to plan and implement a recovery plan ¿h evaluates conditioning sessions and reviews own performance to identify strengths and areas requiring improvement and or modifications.

SISSAFL304A PERFORM THE ADVANCED SKILLS OF AUSTRALIAN FOOTBALL
Locations: Industry, Footscray Park.
Prerequisites: SISSAFL201A - PERFORM THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL
Description: This unit describes the performance outcomes, skills and knowledge required to perform the advanced skills of Australian football. This unit focuses on the development and performance of advanced Australian Football skills through drills, activities, games and competitions.
Required Reading: no required text
Assessment: - utilises knowledge and interpretation of advanced skills of Australian football, and relevant rules, regulations and policies to perform and apply the advanced skills applicable to different positions - determines observable body movements for each stage of advanced skills and links together and practices these during drills, activities, games and competitions - communicates appropriately with team members, coaches, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback - reviews own and team's football performance to identify strengths and areas requiring improvement or modifications.

SISSAFL406A TEACH THE INTERMEDIATE SKILLS OF AUSTRALIAN FOOTBALL
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach and develop the intermediate skills of Australian football. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the intermediate skills of Australian football.
Required Reading: No required text
Assessment: - plans and delivers precise relevant information, explanations and demonstrations for intermediate Australian football session or sessions to ensure activities are conducted safely according to participant's needs and characteristics - observes and monitors the progress of participants and provides constructive

feedback and intervention to improve and develop the intermediate skills of Australian football - uses and modifies teaching and coaching techniques and or drills, activities and games to cater for a range of individual learning styles - evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSAFL407A TEACH THE INTERMEDIATE TACTICS OF AUSTRALIAN FOOTBALL
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach and develop the tactics and strategies of intermediate Australian Football. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the tactics and strategies of intermediate Australian football.
Required Reading: No required text
Assessment: - plans and delivers precise relevant information, explanations and demonstrations to ensure all activities are conducted safely, according to participant's needs and characteristics - observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop intermediate attacking and defensive tactics and strategies of Australian football - uses and modifies coaching techniques, drills, activities and or games to cater for a range of individual learning styles - evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSATH201A TEACH THE FUNDAMENTAL SKILLS OF ATHLETICS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach the fundamental skills of athletics. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the fundamental skills of athletics.
Required Reading: No required text
Assessment: Evidence of the following is essential: -plans and delivers precise relevant information, explanations and demonstrations for athletics session or sessions to ensure activities are conducted safely, according to participant's needs and characteristics -observes and monitors participants to identify the physical preparation required to improve fundamental skills of athletics and to recognise participant's readiness to progress to the next level -modifies teaching and coaching techniques, drills, activities and games to cater for a range of individual learning styles and provides constructive feedback and intervention to develop the fundamental skills of athletics -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSBSB201A TEACH FUNDAMENTAL BASKETBALL SKILLS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach players fundamental basketball skills. It requires the ability to plan, conduct and evaluate drills, activities and games which focus on player development of the foundation skills of basketball.
Required Reading: Noo required text
Assessment: -conducts multiple and diverse safe drills, activities and games that reflect the needs and characteristics of a diverse range of junior or beginner participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance -plans and delivers information, explanations and demonstrations for basketball sessions to ensure activities are conducted safely and

according to junior or beginner participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the fundamental skills of basketball -uses basketball drills and activities in practice sessions to progress player skills to game situations -uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSBSB202A TEACH FUNDAMENTAL BASKETBALL TACTICS AND GAME STRATEGY

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and teach fundamental overarching game strategy and player tactics. It requires the ability to plan, conduct and evaluate drills, activities, and games which focus on player development of the fundamental tactics of basketball.
Required Reading: No required text
Assessment:- conducts multiple and diverse safe drills, activities and tactical games that reflect the needs and characteristics of a range of junior or beginner participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. - plans and delivers precise relevant information, explanations and demonstrations to ensure all activities are conducted safely and according to junior or beginner participant's needs and characteristics - observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop fundamental level attacking and defending tactics and game strategies - uses basketball drills and activities in practice sessions to progress player tactical skills to game situations - uses and modifies coaching techniques, drills, activities and games to cater for a range of individual learning styles - evaluates and reflects on own coaching performance, game strategy and tactics

SISSBSB303A TEACH INTERMEDIATE LEVEL BASKETBALL SKILLS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach players intermediate basketball skills. It requires the ability to plan, conduct and evaluate drills, activities, and games which focus on player development of the intermediate skills of basketball.
Required Reading: No required text
Assessment:-conducts multiple and diverse safe drills, activities and games that reflect the needs and characteristics of a diverse range of participants -plans and delivers precise relevant information, explanations and demonstrations for intermediate level basketball sessions to ensure activities are conducted safely and according to youth participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the intermediate level skills of basketball -uses basketball drills and activities in practice sessions to progress player skills to game situations -uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSBSB304A TEACH INTERMEDIATE LEVEL BASKETBALL TACTICS AND GAME STRATEGY

Locations: Industry, Footscray Park.

Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and teach intermediate level overarching game strategy and player tactics. It requires the ability to plan, conduct and evaluate drills, activities, and games which focus on player development of the intermediate tactics of basketball.
Required Reading: No required text
Assessment:-conducts multiple and diverse safe drills, activities and tactical games that reflect the needs and characteristics of a range of participants -plans and delivers precise relevant information, explanations and demonstrations to ensure all activities are conducted safely and according to participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop intermediate level attacking and defending tactics and game strategies -uses basketball drills and activities in practice sessions to progress player tactical skills to game situations -uses and modifies coaching techniques, drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance, game strategy and tactics to identify strengths, weaknesses and areas that need improvement.

SISSCGP201A APPLY LEGAL AND ETHICAL COACHING PRACTICES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and apply legal and ethical coaching practices that comply with specific sport or activity best practice principles.
Required Reading: No required text
Assessment: Evidence of the following is essential: -carries out coaching role in a professional manner according to organisational policies and procedures, legal and ethical standards and sport or activity-specific codes of conduct -anticipates legal and ethical issues that may arise during sport or activities, and manages these appropriately according to legal requirements and sport or activity codes of conduct -determines coaching styles appropriate to the needs of participants and develops session plans according to best practice principles and specific rules, policies and regulations.

SISSCGP202A REFLECT ON PROFESSIONAL COACHING ROLE AND PRACTICE

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to evaluate personal coaching style and capacity to determine continuing developmental needs and opportunities.
Required Reading: No required text
Assessment: Evidence of the following is essential: -reviews personal coaching performance taking account of personal experience and feedback from key personnel -considers the impact of factors such as personal coaching philosophy, values and lifestyle on approach to coaching and reflects on coaching style to identify personal and professional development needs -researches current developments and trends that influence coaching role -sets appropriate developmental goals and designs, and monitors and adjusts a developmental plan and coaching techniques as required.

SISSCGP303A COACH JUNIOR PLAYERS TO DEVELOP FUNDAMENTAL PERCEPTUAL MOTOR SKILLS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge

required to develop fundamental perceptual motor skills of junior sports players as a precursor to sports coaching.

Required Reading: No required text

Assessment: Evidence of the following is essential: -selects and delivers learning activities to develop fundamental perceptual motor skills and applies strategies to maintain engagement and enthusiasm of young players -monitors learning progress of players and modifies activities accordingly -assesses constraints and risks associated with the program and structures sessions to provide appropriate skill progression and regression to suit style of learning -delivers safe coaching according to organisational policies and procedures, relevant legislation and codes of conduct.

SISSCGP304A COACH JUNIOR SPORTS PLAYERS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop coaching session plans and select and apply coaching methods appropriate to the needs of junior sports players.

Required Reading:no required text

Assessment: Evidence of the following is essential: - applies knowledge of junior player development and related learning needs and capacities to select, implement and monitor effective coaching methods that deliver appropriate skills development - structures sessions to provide appropriate skill progression and regression for individuals and groups and monitors learning progress to provide corrective strategies - reviews and adapts the teaching of a skill in response to feedback - delivers coaching according to organisational policies and procedures, OHS and other legal requirements and sport-specific professional codes of conduct.

SISSCGP305A PLAN COACHING PROGRAMS FOR JUNIOR SPORTS PLAYERS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop coaching programs to outline developmental activities and delivery methods suited to junior sports players

Required Reading:no required text

Assessment: Evidence of the following is essential: - designs and documents multi-session coaching plans to meet the diverse needs of junior sports players - applies knowledge of junior player's physical and psychological development stage and related learning needs or capacities - assesses constraints and risks associated with developing coaching programs for junior players - plans coaching programs and methods to deliver appropriate sequencing of skills that are consistent with professional codes of conduct.

SISSCGP306A CUSTOMISE COACHING FOR SPECIAL NEEDS GROUPS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify the needs of special needs groups such as athletes with a disability or mature aged athletes, customise inclusive teaching and coaching practices to involve special needs groups and review and adapt coaching outcomes.

Required Reading: No required text

Assessment: Evidence of the following is essential: -applies inclusive and non-discriminatory coaching practices and adapts coaching styles and resources to encourage athlete participation and interaction using communication strategies appropriate to the specific needs of the athletes -conducts and monitors coaching sessions for athletes with special needs that take into consideration the readiness of

the athlete to develop the required skills and other factors and reviews and adapts the teaching of a skill in response to feedback -maintains group control to ensure the safety and enjoyment of the individual athlete and group, and a satisfactory outcome to the experience -evaluates and reflects on own work performance to identify ways in which coaching outcomes can be improved.

SISSCGP307A IMPLEMENT SELECTION POLICIES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to utilise selection criteria and policies to make selection decisions in consultation with relevant personnel for a team or group in specific sporting areas and or activities. It focuses on conveying selection criteria and policy to potential candidates, compiling selection data for potential candidates and applying organisational selection policies.

Required Reading: No required text

Assessment:-utilises knowledge of selection objectives to implement selection policies and procedures that comply with organisational and specific sport objectives and requirements, relevant legislation and ethical requirements -selects and adapts communication strategies appropriate to the information needs of candidates to convey information about selection policies within relevant timeframes -assesses candidate performance using appropriate methods and researches and compiles data that is current and objectively addresses selection criteria -works effectively with panel members to objectively evaluate data against selection criteria to come to a negotiated agreement and documents agreed outcomes -applies contingency management techniques to deal with a range of problems and issues that may arise during implementation of selection policies and procedures such as ethical issues and dilemmas.

SISSCGP308A PROVIDE DRUGS IN SPORT INFORMATION

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide information about performance enhancing and prohibited drugs to athletes and implement strategies to assist athletes to effectively address those issues according to legislative and sport-specific regulations.

Required Reading: No required text

Assessment: Evidence of the following is essential: -acquires, selects and adapts information in relation to drugs in sport issues to develop and maintain professional knowledge for own sporting area and to meet coaching obligations -selects and adopts communication strategies appropriate to the information needs of athletes to convey information clearly and accurately regarding drugs in sport issues -consults with athletes to develop, implement and review strategies to support them with these issues in a coaching setting -develops a rapport with athletes and encourages them to clarify information and access supporting resources.

SISSCGP309A DEVELOP NUTRITIONAL STRATEGIES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to enable coaches to develop strategies to support their athletes to apply the principles and practices of nutrition to achieve peak performance in the relevant sporting activity.

Required Reading: No required text

Assessment: Evidence of the following is essential: -acquires, selects and adapts

information on nutritional principles and practices to develop and maintain professional knowledge for own sporting area -works with support personnel to identify nutritional requirements for sport-specific peak performance and selects and communicates information appropriate to the needs of athletes -consults with athletes and support personnel to develop, implement and review strategies to enhance peak performance and to support them in a coaching setting -monitors nutritional practices of athletes and refers issues of nutritional deficiencies to appropriate support personnel.

SISSCGP310A SUPPORT ATHLETES TO ADOPT PRINCIPLES OF SPORTS PSYCHOLOGY

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to enable coaches to support their athletes to apply the principles of sports psychology to their specific sporting activity. It focuses on assisting athletes to implement and evaluate psychological approaches to optimise their sporting performance.
Required Reading: No required text
Assessment: Evidence of the following is essential: -acquires, selects and adapts information in relation to sports psychology principles and approaches for optimal performance to develop and maintain professional knowledge for own sporting area -works with support personnel to identify sport-specific psychological approaches for peak performance and selects and adopts communication strategies appropriate to the information needs of athletes -consults with athletes and support personnel to develop, implement and review psychological approaches to support them in a coaching setting -monitors psychological approaches of athletes and refers psychological barriers to appropriate support personnel.

SISSCGP411A WORK WITH OFFICIALS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to consult with sports officials to develop and maintain an effective working relationship in relation to sporting activities or competition.
Required Reading: No required text
Assessment: Evidence of the following is essential: -interacts with relevant sports officials according to knowledge and expectations of roles and responsibilities as well as developing and implementing organisational strategies to facilitate a professional and effective working relationship with officials -uses effective communication techniques to consult with officials and develops trust and confidence in dealings with sports officials -applies a continuous improvement approach to evaluate relationships with sports officials and recommend potential improvements.

SISSCGP412A IMPLEMENT RECOVERY PROGRAMS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to enable coaches to support their athletes to apply the principles of recovery to the relevant sporting activity. It focuses on assisting athletes to implement and evaluate recovery methods after training or competition to optimise subsequent sporting performance.
Required Reading: No required text
Assessment: Evidence of the following is essential: -acquires, selects and adapts information in relation to training recovery principles and techniques to develop and

maintain professional knowledge for own sporting area and to meet coaching obligations to athletes -works with support personnel to identify sport-specific recovery methods and selects and adopts communication strategies appropriate to the information needs of athletes to convey information clearly and appropriately -consults with athletes and support personnel to develop, implement and review a recovery program to support them in a coaching setting -monitors training responses of athletes and refers signs of negative adaptation to appropriate support personnel.

SISSCGP413A IMPLEMENT A TALENT IDENTIFICATION PROGRAM

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to develop, implement and evaluate a talent identification system or systems for athletes. It focuses on identifying and developing potential athletes to perform at elite competition level in the relevant sport.
Required Reading: No required text
Assessment:-works with appropriate personnel to develop a non discriminatory and systematic approach to identifying and developing talented athletes at the elite level of the relevant sport in response to the objectives and performance requirements of the sport -develops testing criteria and conducts testing to select suitable athletes according to criteria and adopts communication strategies appropriate to the information needs of candidates to convey information clearly and accurately within relevant timeframes and to counsel unsuccessful athletes -develops, implements, monitors and evaluates talent development programs and applies contingency management techniques to deal with issues that may arise during implementation and review of the program.

SISSCKT201A PERFORM THE INTERMEDIATE SKILLS OF CRICKET

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate skills of cricket. This unit focuses on the development and performance of intermediate cricket skills during drills, activities, games and competitions.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge and interpretation of skills and relevant rules, regulations and policies to perform the intermediate skills of cricket applicable to own fielding positions and batting order ¿h identifies observable body movements for each stage of intermediate skills and links together and practices these during drills, activities, games and competitions ¿h communicates appropriately with team members, coach, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback ¿h reviews own and team's cricket performance to identify strengths and areas requiring improvement and or modifications.

SISSCKT202A PERFORM THE INTERMEDIATE TACTICS AND STRATEGIES OF CRICKET

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate tactics and strategies of cricket. This unit focuses on the development and performance of intermediate cricket tactics and strategies through the participation in activities, discussions and games.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge and

interpretation of tactics and strategies of cricket and relevant rules, regulations and policies to develop and follow game plans, and apply the tactics and strategies applicable to different positions at an intermediate level ¿h determines strengths and weaknesses of individual players and teams and psychologically prepares to apply tactics and strategies accordingly ¿h communicates appropriately with team members, coach, umpires and support staff throughout activities and games, and responds to feedback ¿h reviews own and team's cricket performance to identify strengths and areas requiring improvement or modifications.

SISSCKT303A PARTICIPATE IN CONDITIONING FOR CRICKET
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in conditioning for cricket. This unit focuses on the development and understanding of fitness and conditioning programs relating to cricket, including techniques to improve strength, endurance, power and flexibility.
Required Reading: No required text
Assessment: Evidence of the following is essential: -utilises knowledge of energy systems, muscle groups and fitness components to interpret the different conditioning requirements of individual cricket positions and skills -identifies over training symptoms, and communicates appropriately with coaches and specialists to plan and implement a recovery plan and respond to feedback -evaluates conditioning sessions and reviews own performance to identify strengths and areas requiring improvement and or modifications.

SISSCKT306A TEACH THE INTERMEDIATE SKILLS OF CRICKET
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach and develop the intermediate skills of cricket. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the skills of cricket to an intermediate level.
Required Reading: No required text
Assessment: Evidence of the following is essential: -plans and delivers precise relevant information, explanations and demonstrations for cricket sessions to ensure activities are conducted safely according to participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the skills of cricket to an intermediate level -uses and modifies teaching and coaching techniques and or drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSCKT307A TEACH THE INTERMEDIATE TACTICS AND STRATEGIES OF CRICKET
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach the tactics and strategies of intermediate level cricket. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the tactics and strategies of cricket to an intermediate level.
Required Reading: No required text
Assessment: Evidence of the following is essential: -plans and delivers precise relevant information, explanations and demonstrations to ensure cricket activities are conducted safely, according to participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and

intervention to improve and develop tactics and strategies of cricket to an intermediate level -uses and modifies coaching techniques, drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSCNO201A PERFORM THE INTERMEDIATE SKILLS AND TACTICS OF CANOEING
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate skills and tactics of flat water, white water or canoe polo during drills, activities, games and or competitions.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge and interpretation of intermediate skills and tactics of canoeing and relevant rules, regulations and policies to perform these skills and tactics relevant to the canoeing discipline ¿h determines observable body movements for each stage of the intermediate skills and tactics of the relevant canoeing discipline and links together and practices these during drills, activities, games and competitions ¿h communicates appropriately with team members, coach and referees throughout drills, activities, games and competitions, and responds to feedback ¿h reviews own and team's canoeing performance to identify strengths and areas requiring improvement and or modifications.

SISSCOP201A PREPARE A PRE OR POST EVENT MEAL
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to prepare pre- or post-event meals with the correct nutritional requirements for persons participating in sport.
Required Reading: No required text
Assessment: Evidence of the following is essential: -applies nutritional information to planning pre- or post-events meals -prepares, handles and stores food safely.

SISSCOP202A DEVELOP A PERSONAL MANAGEMENT PLAN
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop and implement a personal management plan. The unit focuses on the application of self-appraisal, planning and prioritising skills to enable the development of personal goals and the effective use of time.
Required Reading: No required text
Assessment: Evidence of the following is essential: -plans, implements and evaluates an effective personal management plan -sets achievable personal career related goals -develops an integrated time management plan that includes all key activities and includes a diary and a weekly or monthly planner -reviews and adjusts the time management plan as required.

SISSCOP203A DEVELOP A TRAVEL AND ACCOMMODATION PLAN
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to make own travel and accommodation bookings.
Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h makes travel and accommodation bookings according to organisational and personal requirements ¿h accesses, compares and selects most suitable travel and accommodation option.

SISSCOP204A DEVELOP PERSONAL MEDIA SKILLS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit covers the performance outcomes, knowledge and skills required to develop interpersonal skills to deal with the media. It focuses on communication skills to develop a rapport with the media, preparing for media interviews, conveying an effective personal image and applying appropriate communication techniques to participate in interviews and other media engagements.
Required Reading: No required text
Assessment: Evidence of the following is essential: -participates in media interviews to convey information fluently and coherently using appropriate vocabulary, language structures and communication techniques that engender respect between all parties -applies the organisation's protocols in preparing for and handling interview questions appropriately and in providing appropriate information -applies effective self-management techniques to deal with issues that may affect the outcome of the interview and evaluates and reflects on strategies that may enhance performance in future interviews.

SISSCOP306A PREPARE A SPONSORSHIP PROPOSAL

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to develop a sponsorship proposal for a specific sport or activity area. It focuses on identifying and accessing information about potential sponsors, preparing a sponsorship proposal and implementation plan and presenting it.
Required Reading: No required text
Assessment: Evidence of the following is essential: -conducts research to identify potential sponsors that meet organisational sponsorship requirements and compliment sporting or activity objectives -consults with appropriate personnel to develop, document and present a sponsorship proposal that incorporates all necessary information about the proposed activity and the organisation's action plan to implement the sponsorship contract within specific timeframes -seeks feedback on presentation from potential sponsors and follows up requests for further clarification or development of the proposal -develops and documents contingency management plans to deal with issues that may arise during the life of the sponsorship contract.

SISSCOP308A MODEL THE RESPONSIBILITIES OF AN ELITE ATHLETE

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to operate according to the legal and ethical responsibilities of an elite athlete. This unit focuses on the non-technical skills required to exhibit the behaviour expected of an elite athlete. It includes developing self-management strategies to address issues that may affect professional and personal performance outcomes in the relevant sport.
Required Reading: No required text
Assessment: Evidence of the following is essential: -demonstrates professional practice on and off the playing arena and in relationships with other athletes and sporting personnel -applies relevant international, national and sport specific standards, rules, regulations, codes and policies to practice -evaluates and reflects on strategies that

may enhance professional and personal performance -communicates in a way that engenders respect between all parties.

SISSCOP309A DESIGN AN ATHLETE'S DIET

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to design a diet with the correct nutritional requirements for persons participating in sport in order to optimise sporting performance. It focuses on modifying the diet in response to changing sporting requirements such as training, competition and recovery.
Required Reading: No required text
Assessment: Evidence of the following is essential: -applies sport-specific nutritional knowledge to assess different dietary strategies for optimising an athlete's body composition and sporting performance -designs a diet that will provide nutritional requirements throughout training and modifies the diet to address changing competition and recovery needs -evaluates the effectiveness of the diet and adapts it to better enhance performance in relevant sport.

SISSGLF201A PERFORM THE A GRADE SKILLS OF GOLF

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the A-Grade skills of golf. A-Grade golf is defined as a handicap of 5 to 12 for males and females and a National Skills Test score in the range of 50 to 60. This unit focuses on the development and performance of A-Grade golf skills during drills, activities, games and competitions.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge and interpretation of A-Grade skills of golf, and relevant rules, regulations and policies to achieve a handicap of 5 to 12 under competition conditions over a minimum of five rounds on a minimum of three 18 hole golf courses and achieves a score in the range of 50 to 60 on the National skills test ¿h identifies observable body movements for each stage of A-Grade skills and links these together during practice drills, activities, games and competitions ¿h communicates with coach, officials and support staff throughout drills, activities, games and competitions, and responds to feedback ¿h applies review and contingency strategies to own performance to identify strengths and areas requiring improvement and further development.

SISSGLF202A APPLY THE A GRADE TACTICS AND STRATEGIES OF GOLF

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply the A-Grade tactics and strategies of golf in a competitive situation. A-Grade golf is defined as a handicap of 5 to 12 for males and females and a National Skills Test score in the range of 50 to 60. This unit focuses on the development and performance of A-Grade tactics and strategies of golf through participation in activities and competitions.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge and interpretation of A-Grade tactics and strategies of golf, and relevant rules, regulations and policies to develop and follow game plans, and apply the tactics and strategies in competitive situations ¿h determines own psychological approaches and prepares to apply tactics and strategies accordingly ¿h communicates with colleagues, coach or mentor, officials and support staff throughout activities and games, and responds

to feedback ¿h reviews own performance to identify strengths and areas requiring improvement or modifications.

SISSGLF203A INTERPRET AND APPLY THE RULES OF GOLF AT THE A GRADE LEVEL
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to interpret and apply the rules as they apply to golf played at an A-Grade level.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h makes decisions in relation to own game based on the rules and etiquette of golf and recognises and reports when breaches of rules and etiquette occur according to appropriate channels and using appropriate communication strategies ¿h applies knowledge of golf rules, regulations and etiquette to mark playing cards.

SISSGYN201A TEACH FUNDAMENTAL GYMNASTIC SKILLS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach fundamental gymnastic skills. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the fundamental skills of gymnastics.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h plans and delivers information, explanations and demonstrations for gymnastics lessons to ensure activities are conducted safely, according to participant's needs and characteristics ¿h uses and modifies teaching and coaching techniques, drills, activities and games to cater for a range of individual learning styles ¿h provides constructive feedback and intervention to improve and develop the fundamental gymnastic skills ¿h evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSMAR201A TEACH THE INTERMEDIATE SKILLS OF MARTIAL ARTS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach the intermediate skills of martial arts. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the skills of a chosen martial art or discipline to an intermediate level.
Required Reading: No required text
Assessment: Evidence of the following is essential: - plans and delivers information, explanations and demonstrations throughout the sessions to ensure activities are conducted safely according to participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the intermediate skills and core movements of the chosen martial art or discipline -uses and modifies teaching and coaching techniques, drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSMAR402A TEACH THE ADVANCED SKILLS OF MARTIAL ARTS
Locations: Industry, Footscray Park.
Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to teach the advanced skills of martial arts. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the skills of a chosen martial art or discipline to an advanced level.
Required Reading: No required text
Assessment:-plans and delivers information, explanations and demonstrations throughout the sessions to ensure activities are conducted safely according to participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the advanced skills and core movements of the chosen martial art or discipline -uses and modifies teaching and coaching techniques, drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSNTB201A USE INTERMEDIATE LEVEL NETBALL SKILLS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required by players to participate in netball activities at an intermediate level. It requires the ability to prepare for and participate in drills, activities, games and competitions using intermediate level skills and to review and evaluate self and team performance.
Required Reading: No required text
Assessment: Evidence of the following is essential: -performs intermediate level skills relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance -utilises knowledge of intermediate level netball skills and relevant rules, regulations and policies when playing at an intermediate level -communicates appropriately with team members, coaches, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback -reviews own and team's performance to identify strengths and areas requiring improvement or modifications.

SISSNTB202A USE INTERMEDIATE LEVEL NETBALL TACTICS AND GAME STRATEGY IN NETBALL PLAY
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required by players to use overarching game strategy and player tactics in netball activities at an intermediate level. It requires the ability to prepare for and participate in drills, activities and games using intermediate level game strategy and tactical skills and to review and evaluate self and team tactical performance.
Required Reading: No required text
Assessment: Evidence of the following is essential: -performs intermediate level tactical skills relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance -utilises knowledge of intermediate level game strategy, tactical netball skills and relevant rules, regulations and policies when playing at an intermediate level -determines strengths and weaknesses of individual players and teams and psychologically prepares to apply tactics and strategies accordingly -communicates appropriately with team members, coach, umpires and support staff throughout activities and games, and responds to feedback -reviews own and team's performance to identify strengths and areas requiring improvement or modifications.

SISSNTB203A PARTICIPATE IN CONDITIONING FOR NETBALL

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required for players to participate in conditioning for netball activities. It requires the ability to comprehend information on physiological elements used in netball activities, follow the guidance of specialists, use techniques and equipment to improve speed, agility, endurance, strength, power and flexibility, use post-training recovery methods and evaluate self progress.

Required Reading: No required text

Assessment: Evidence of the following is essential: -participates in multiple and diverse conditioning sessions to improve speed, agility, endurance, strength, power and flexibility, that are of a sufficient duration to demonstrate competence, consistency of performance -utilises knowledge of energy systems and muscle groups to determine appropriate conditioning techniques for different levels of play and player positions -recognises over training symptoms, seeks advice from specialists to plan and implement a recovery plan and utilises correct recovery methods -communicates appropriately with coaches and specialists throughout conditioning, and responds to feedback -evaluates conditioning sessions and reviews own performance to identify strengths and areas requiring improvement and or modifications.

SISSNTB204A TEACH FOUNDATION NETBALL SKILLS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to teach players fundamental netball skills. It requires the ability to plan, conduct and evaluate drills, activities and games which focus on player development of the foundation skills of netball.

Required Reading: No required text

Assessment:-conducts multiple and diverse safe drills, activities and games that reflect the needs and characteristics of a diverse range of junior or beginner participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance -plans and delivers information, explanations and demonstrations for netball sessions to ensure activities are conducted safely and according to junior or beginner participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the fundamental skills of netball -uses netball drills and activities in practice sessions to progress player skills to game situations -uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSNTB305A USE ADVANCED LEVEL TACTICS AND GAME STRATEGY IN NETBALL PLAY

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required by players to use overarching game strategy and player tactics in netball activities at an advanced level. It requires the ability to prepare for and participate in drills, activities, games and competitions using advanced level game strategy and tactical skills and to review and evaluate self and team tactical performance.

Required Reading: No required text

Assessment: Evidence of the following is essential: -performs advanced level tactical skills relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance -utilises knowledge of advanced level game strategy, tactical netball skills and relevant rules, regulations and policies when playing at an advanced level -determines strengths and weaknesses of individual players and teams and psychologically prepares to apply tactics and strategies accordingly -communicates appropriately with team members, coaches, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback -reviews own and team's performance to identify strengths and areas requiring improvement or modifications.

SISSNTB306A USE ADVANCED LEVEL NETBALL SKILLS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required by players to participate in netball activities at an advanced level. It requires the ability to prepare for and participate in drills, activities, games and competitions using advanced level skills and to review and evaluate self and team performance.

Required Reading: No required text

Assessment: Evidence of the following is essential: -performs advanced level skills relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance -utilises knowledge of advanced level netball skills and relevant rules, regulations and policies when playing at an advanced level -communicates appropriately with team members, coaches, umpires and support staff throughout drills, activities, games and competitions, and responds to feedback -reviews own and team's performance to identify strengths and areas requiring improvement or modifications.

SISSNTB407A TEACH INTERMEDIATE LEVEL NETBALL SKILLS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to teach players intermediate netball skills. It requires the ability to plan, conduct and evaluate drills, activities, and games which focus on player development of the intermediate skills of netball.

Required Reading: No required text

Assessment:-conducts multiple and diverse safe drills, activities and games that reflect the needs and characteristics of a diverse range of participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. -plans and delivers precise relevant information, explanations and demonstrations for intermediate level netball sessions to ensure activities are conducted safely and according to participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the intermediate level skills of netball -uses netball drills and activities in practice sessions to progress player skills to game situations -uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSNTB408A TEACH INTERMEDIATE LEVEL NETBALL TACTICS AND GAME STRATEGY

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge

required to develop and teach intermediate level overarching game strategy and player tactics. It requires the ability to plan, conduct and evaluate drills, activities, and games which focus on player development of the intermediate tactics of netball.

Required Reading: No required text

Assessment:-conducts multiple and diverse safe drills, activities and tactical games that reflect the needs and characteristics of a range of participants and are of sufficient duration and breadth to demonstrate competency and consistency of performance. -plans and delivers precise relevant information, explanations and demonstrations to ensure all activities are conducted safely and according to participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback -uses netball drills and activities in practice sessions to progress player tactical skills to game situations -uses and modifies coaching techniques, drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance, game strategy and tactics to identify strengths, weaknesses and areas that need improvement.

SISSOGP301A CONDUCT GAMES OR COMPETITIONS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge to facilitate the outcome of a game or competition according to relevant rules and regulations. It includes the application of strategies to deal with disputes surrounding the outcome of the activity and self-reflection to review and analyse the conduct and outcomes of performance to modify and improve future performances.

Required Reading: No required text

Assessment: Evidence of the following is essential: -utilises knowledge and interpretation of relevant rules, regulations and competition requirements to conduct competitions or games responsibly, safely and ethically -applies effective negotiation and contingency management techniques to deal with problems or disputes that arise during or following the competition or game and makes adjustments in response to changing situations -observes and monitors the progress of the competition or game and makes decisions objectively within required time frames and communicates these to relevant personnel -seeks feedback from stakeholders and evaluates and reflects on own work performance to identify ways in which the conduct of games and competitions and benefits to participants can be improved.

SISSOGP402A CONDUCT A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge to apply the principles of training and recovery to plan, implement and evaluate a fitness and recovery program for sports officials.

Required Reading: No required text

Assessment: Evidence of the following is essential: - acquires, selects and adapts information on fitness and recovery training techniques for specific sports - conducts a training needs analysis to inform the development of fitness and recovery programs to meet the needs of officials - organises resources to implement fitness and recovery programs for officials - monitors responses to the program and modifies relevant program components as appropriate.

SISSRGL201A USE INTERMEDIATE LEVEL RUGBY LEAGUE GAME SKILLS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required by players to participate in Rugby League competitions at an intermediate level according to the International Laws of Rugby League. It requires the ability to prepare for and participate in drills, activities and competition games at an intermediate level and to review and evaluate self and team performance.

Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h performs skills at an intermediate level which are relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance ¿h utilises knowledge of intermediate level Rugby League game skills and relevant rules, regulations and policies when playing at an intermediate level ¿h communicates appropriately with team members, coaches, referees and support staff throughout drills, activities, games and competitions, and responds to feedback ¿h reviews own and team's performance to identify strengths and areas requiring improvement or modifications.

SISSRGL202A USE INTERMEDIATE LEVEL TACTICS AND GAME STRATEGY IN RUGBY LEAGUE PLAY

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required by players to use overarching game strategy and player tactics in Rugby League activities at an intermediate level. It requires the ability to prepare for and participate in drills, activities and games using intermediate level game strategy and tactical skills and to review and evaluate self and team tactical performance.

Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h performs tactical skills at an intermediate level which are relevant to positional requirements and conditions on sufficient occasions to demonstrate competency and consistency of performance ¿h utilises knowledge of intermediate level game strategy, tactical Rugby League skills and relevant rules, regulations and policies when playing at an intermediate level ¿h determines strengths and weaknesses of individual players and teams and psychologically prepares to apply tactics and strategies accordingly ¿h communicates appropriately with team members, coach, referees and support staff throughout activities and games, and responds to feedback ¿h reviews own and team's performance to identify strengths and areas requiring improvement or modifications.

SISSRGL203A PARTICIPATE IN CONDITIONING FOR RUGBY LEAGUE

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required for players to participate in conditioning for Rugby League activities. It requires the ability to comprehend information on physiological elements used in Rugby League activities, to follow the guidance of specialists, use techniques and equipment to improve speed, agility, endurance, strength, power and flexibility , use post-training recovery methods and evaluate self progress.

Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h participates in multiple and diverse conditioning sessions to improve speed, agility, endurance, strength, power and flexibility, that are of a sufficient duration to demonstrate competence and consistency of performance ¿h utilises knowledge of energy systems and muscle groups to determine appropriate conditioning techniques for different levels of play and player positions ¿h recognises over training symptoms, seeks advice from specialists to plan and implement a recovery plan and utilises correct recovery

methods ¿h communicates appropriately with coaches and specialists throughout conditioning, and responds to feedback ¿h evaluates conditioning sessions and reviews own performance to identify strengths and areas requiring improvement and or modifications.

SISSRGL204A TEACH THE SKILLS OF RUGBY LEAGUE FOR MODIFIED GAMES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach junior players fundamental Rugby League skills for modified games. It requires the ability to plan, conduct and evaluate drills, activities and games which focus on junior player development in the fundamental skills of Rugby League.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h conducts multiple and diverse safe drills, activities and modified games that reflect the needs and characteristics of a diverse range of young participants that are of sufficient duration and breadth to demonstrate competency and consistency of performance ¿h plans and delivers information, explanations and demonstrations for fundamental Rugby League sessions to ensure activities are conducted safely and according to young participant's needs and characteristics ¿h observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop player skills in Rugby League to a fundamental level ¿h uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles and player differences ¿h evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSRGU201A PERFORM FOUNDATION LEVEL RUGBY UNION SKILLS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the foundation skills of Rugby Union. This unit focuses on the development and performance of Rugby Union skills at a foundation level during drills, activities, games and competitions.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h determines observable body movements for each stage of foundation skills performance and links together and practices these during drills, activities, games and competitions ¿h performs skills relevant to position requirements and conditions at an accuracy rate of 60-70% ¿h communicates appropriately with team members, coach, umpires and other support staff throughout drills, activities, games and competitions, and responds to feedback ¿h reviews own and team's performance to identify strengths and areas requiring improvement or modifications.

SISSRGU203A PARTICIPATE IN CONDITIONING FOR RUGBY UNION

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to participate in conditioning for Rugby Union. This unit focuses on the development and understanding of fitness and conditioning programs relating to Rugby Union, including techniques to improve speed, agility, endurance, strength, power and flexibility.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge of energy

systems and muscle groups to interpret how different conditioning applies to individual Rugby Union positions ¿h participates in conditioning sessions to improve speed, agility, endurance, strength, power and flexibility required for Rugby Union games ¿h identifies over training symptoms and seeks advice from specialists to plan and implement a recovery plan ¿h communicates appropriately with coaches and specialists throughout conditioning and responds to feedback ¿h evaluates conditioning sessions and reviews own performance to identify strengths and areas requiring improvement and or modifications.

SISSRGU204A OFFICIATE JUNIOR LEVEL RUGBY UNION

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to officiate Rugby Union at a junior level. This unit focuses on the ability to apply the laws of Rugby Union , use communication strategies, demonstrate correct positioning and develop reports on junior matches.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h assesses suitability of players and other officials to participate in the match, and interprets and applies the laws and regulations of Rugby Union for the given situation ¿h makes accurate and consistent decisions and communicates decisions to players, other officials, coaches and spectators ¿h conveys a confident and friendly manner and maintains optimal position to view play throughout the game ¿h completes written and oral formal and informal reports for junior level game, and implements changes to improve the quality of officiating based on formal and informal feedback.

SISSRGU205A OFFICIATE LOCAL OR DISTRICT LEVEL RUGBY UNION

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to officiate Rugby Union at a local or district level. This unit focuses on the ability to apply the laws of Rugby Union, use communication strategies, demonstrate correct positioning and develop reports for local or district matches.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h assesses suitability of players and other officials to participate in the match, and interprets and applies the laws and regulations of Rugby Union for the given situation ¿h makes accurate and consistent decisions and communicates decisions to players, other officials, coaches and spectators ¿h conveys a confident manner and maintains optimal position to view play throughout the game ¿h provides written and oral formal and informal reports for local or district level game, and implements changes to improve the quality of officiating based on formal and informal feedback.

SISSSPA301A COORDINATE REGIONAL TOURING ATHLETES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to plan, coordinate and evaluate inter or intra state tours for athletes.
Required Reading: No required text
Assessment:-interacts and liaises with relevant stakeholders to plan, conduct and evaluate regional tours for athletes within organisational policies and procedures and timeframes and facilitates a professional and effective working relationship with touring party members -uses effective communication techniques to collect and document athlete information and tour requirements, convey relevant information to

all touring party members and to manage the touring group within identified budgetary constraints -applies a continuous improvement approach to evaluate tour outcomes and recommend potential improvements.

SISSSPA402A COORDINATE INTERNATIONAL TOURING ATHLETES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to plan, coordinate and evaluate international tours for athletes.
Required Reading: No required text
Assessment:-interacts and liaises with relevant stakeholders according to roles and responsibilities to plan, conduct and evaluate international tours for athletes to achieve organisational objectives within organisational policies and procedures and timeframes and facilitates a professional and effective working relationship with touring party members -uses effective communication techniques to collect and document athlete information and international tour requirements, convey relevant information to all touring party members and to manage the touring group within identified budgetary constraints -applies a continuous improvement approach to evaluate tour outcomes and recommend potential improvements.

SISSSPA505A COORDINATE TEAM OR GROUP MANAGEMENT

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to plan and implement the management of teams or groups within a sporting club or organisation, and includes the management of teams or groups, human resources requirements and public relations.
Required Reading: No required text
Assessment:-consults widely to establish, club or organisational needs to achieve team performance objectives and utilises knowledge of these to plan, manage and evaluate human resource and public relations requirements of the team or group within the activity or activities -develops a communication system to establish links with club members and the media appropriate to the information needs of the club or organisation and to convey information about group or club activities, performance and commitments to relevant stakeholders -applies contingency management techniques to deal with a range of problems and issues that may impact on club or organisation activities and manages conflict within the organisation.

SISSSPA506A COORINDATE TEAM OR GROUP ADMINISTRATION

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to develop and implement strategies to coordinate the administration of teams or groups within a club or organisation including assessing and securing resources, developing and implementing team or club budgets and determining and communicating the roles and responsibilities of club or organisational personnel.
Required Reading: No required text
Assessment: Evidence of the following is essential: - consults with all relevant personnel to establish activity, club or organisational administrative requirements and plans, manages and evaluates a resource management plan which also identifies opportunities to generate additional income - develops club systems and processes to lead effective club or organisational administration and monitors and evaluates their implementation to determine their effectiveness - develops a communication system appropriate to the information needs of the club or organisation through which to convey information about group or club activities and

commitments - applies contingency management techniques to deal with a range of problems and issues that may impact on club or organisation activities.

SISSSPA507A DEVELOP VOLUNTEER MANAGEMENT POLICIES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge to develop an organisational policy for recruiting, inducting, managing and retaining volunteers in sporting clubs and organisations.
Required Reading: No required text
Assessment: Evidence of the following is essential: - researches and analyses all relevant organisational and legislative requirements to develop a volunteer management policy and procedures that detail the recruitment, induction, management and retention of volunteers - applies organisational procedures to prepare, submit, amend and approve policy - communicates policy to all relevant organisational personnel.

SISSSPT201A IMPLEMENT SPORTS INJURY PREVENTION

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to implement an effective injury prevention program. It focuses on contributing to injury surveillance, implementing intervention measures and evaluating the effectiveness of these measures.
Required Reading: No required text
Assessment: Evidence of the following is essential: -uses appropriate communication strategies to interact with athletes and relevant personnel within own accepted roles and responsibilities to assist in implementing effective injury prevention programs in response to injury surveillance data -supports and encourages safe sport participation and correct techniques to prevent injury for individual athletes and monitors the effect of interventions to reduce injury -applies effective contingency management techniques according to own level of responsibility to respond to problems impacting on effective injury prevention -evaluates and reflects on own performance in implementing injury prevention programs and strategies.

SISSSPT302A PROVIDE INITIAL MANAGEMENT OF SPORTS INJURIES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to provide an immediate response to sports injuries in training or competition situations until the arrival of a health care professional or paramedic. It includes carrying out an initial assessment, managing injuries in line with organisational procedures and best practice and completing reporting requirements.
Required Reading: No required text
Assessment: Evidence of the following is essential: -operates effectively as a sports trainer within own roles and responsibilities and organisational systems and procedures to provide initial management of sports injuries -interacts with injured athletes and promptly assesses a range of injuries, including spinal and neck injuries, and undertakes initial management of injuries -selects and applies appropriate first aid techniques for the relevant injury and monitors the response of the athlete within organisational systems and best practice sports trainer principles -evaluates and reflects on own performance in managing the injury to identify ways in which initial management of the injury can be improved.

SISSSPT303A CONDUCT BASIC WARM-UP AND COOL-DOWN PROGRAMS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge to implement basic warm up and cool down programs incorporating stretching to assist athletes to prepare for activity and also aid in post activity recovery.

Required Reading: No required text

Assessment: Evidence of the following is essential: -interacts with athletes to determine contraindications to warm-up and cool-down exercises and refers the athlete to appropriate medical personnel as required -applies knowledge of biomechanics and human anatomy and physiology to select and safely demonstrate appropriate warm-up and cool-down techniques to athletes and monitors their safe application within organisational safety systems and best practice sports trainer principles -evaluates and reflects on own work performance to identify ways in which warm-up and cool-down programs and benefits to athletes can be improved.

SISSSPT304A TAPE ANKLE, THUMB AND FINGERS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply taping techniques to the ankle, thumb and fingers to assist athletes in relation to ongoing injury prevention and post-injury support and management.

Required Reading: No required text

Assessment: Evidence of the following is essential: -communicates with athletes using appropriate communication strategies to determine contraindications to taping -clearly conveys information about the purpose and process of taping and refers athlete to medical personnel as appropriate -selects and safely applies appropriate taping techniques to the ankle, thumb and fingers and removes tape effectively with minimum discomfort to the athlete -completes taping activities within organisational safety systems and implements self-care protocols.

SISSSPT305A SUPPORT SPORTS INJURY MANAGEMENT

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assist health care professionals with the ongoing management of injured athletes. It also covers the provision of ongoing monitoring of relatively minor injuries such as cuts and abrasions where a professional diagnosis is not indicated.

Required Reading: No required text

Assessment: Evidence of the following is essential: -works within own area of responsibility to assist in the ongoing management of sports injuries and interacts with health professionals, athletes and other relevant stakeholders to communicate progress as required -works under the direction of health care professionals to implement and monitor ongoing injury management programs -treats minor injuries and makes judgements within area of responsibility to refer athletes to health professionals to obtain a more detailed assessment of their condition -applies effective contingency management techniques to deal with a range of issues that may affect the responses of athletes.

SISSSPT306A DEAL WITH MEDICAL CONDITIONS IN A SPORT SETTING

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to deal with known or common medical conditions such as asthma, epilepsy and diabetes in a sport setting.

Required Reading: No required text

Assessment: Evidence of the following is essential: -utilises knowledge of common medical conditions and their impact on sporting performance to determine contraindications to sporting participation and conveys information about the condition to the athlete and coaching staff -selects and applies appropriate techniques to manage the relevant condition and monitors the response of the athlete within organisational systems and best practice sports trainer principles and assesses the need to refer the athlete to appropriate health professionals where appropriate -evaluates and reflects on own performance in managing the condition to identify ways in which initial management of the condition can be improved to maximise performance.

SISSSPT307A CONDUCT ADVANCED TAPING

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge to apply taping and bracing techniques including knee joints, Achilles, shoulders and elbows to assist athletes in relation to ongoing injury prevention and post-injury support.

Required Reading: No required text

Assessment: Evidence of the following is essential: -communicates effectively with athletes to determine contraindications to taping and or bracing, clearly convey information about the purpose and process of taping and refer athlete to medical personnel as appropriate -selects and safely applies appropriate taping and bracing techniques which includes elbows, shoulders, achilles and knees and removes tape effectively with minimum discomfort to the athlete -completes taping activities within organisational safety systems and implements self care protocols.

SISSSQU201A TEACH THE FUNDAMENTAL SKILLS OF SQUASH

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to teach and develop the fundamental skills of squash. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the skills of squash to a fundamental level.

Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h plans and delivers information, explanations and demonstrations for squash session or sessions to ensure activities are conducted safely according to participant's needs and characteristics ¿h observes and monitors the progress of participants through skill analysis and provides constructive feedback and intervention to improve and develop the fundamental skills of squash ¿h uses and modifies teaching and coaching techniques and or drills, activities and games to cater for a range of individual learning styles ¿h evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSSQU202A TEACH THE BASIC TACTICS AND STRATEGIES OF SQUASH

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to teach and develop the basic tactics and strategies of squash. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the tactics and strategies of squash to a basic level.

Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h plans and delivers information,

explanations and demonstrations to ensure squash activities are conducted safely, according to participant's needs and characteristics ¿h observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the basic tactics, rally and game strategies of squash ¿h uses and modifies coaching techniques, drills, activities and games to cater for a range of individual learning styles ¿h evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSSTC301A INSTRUCT STRENGHT AND CONDITIONING TECHNIQUES
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, knowledge and skills required to use drills, exercises and activities to instruct strength and conditioning techniques to individual athletes or groups of athletes according to their sport-specific needs, or those undertaking fitness programs to achieve personal fitness goals.
Required Reading: No required text
Assessment: Evidence of the following is essential: -instructs strength and conditioning classes that meet athlete expectations, comply with legislative and organisational requirements, and are of sufficient duration to allow the candidate to demonstrate the use of drills, activities and games to instruct in strength and conditioning techniques -assesses athletes current training status and needs and applies knowledge of human anatomy and physiology to select and modify an appropriate program -carries out tasks responsibly and safely using an athlete centred approach to encourage athlete participation using appropriate motivational and communication strategies.

SISSSTC402A DEVELOP STRENGHT AND CONDITIONING PROGRAMS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, knowledge and skills required to develop, implement and evaluate a strength and conditioning program. It focuses on the skills needed to develop a program which meets the needs of individual athletes or groups of athletes according to their sport-specific needs or those undertaking fitness programs to achieve personal fitness goals.
Required Reading: No required text
Assessment: Evidence of the following is essential: -assesses athlete's or athletes' current training status and needs and applies knowledge of human anatomy and physiology to develop programs to meet stated objectives for strength and conditioning -plans strength and conditioning classes that meet athlete expectations, comply with legislative and organisational requirements, and are of sufficient duration to allow the candidate to demonstrate the use of strength and conditioning techniques -evaluates and modifies the training program according to feedback received and the results of evaluation procedures.

SISSSUR201A TEACH THE BASIC SKILLS OF SURF LIFE SAVING
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach the basic skills of surf life saving. This unit focuses on planning, conducting and evaluating drills, activities and games to develop the skills of surf life saving to a basic level.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h plans and delivers precise relevant information, explanations and demonstrations for surf life saving session or sessions to ensure activities are conducted safely according to participant's needs and

characteristics ¿h observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the basic skills of surf life saving ¿h uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles ¿h evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSSUR202A OFFICIATE BEGINNER LEVEL SURF LIFE SAVING COMPETITIONS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to officiate surf life saving at the beginner level. This unit focuses on the ability to apply the rules of surf life saving, use communication strategies, demonstrate correct positioning and assist in the prevention of emergencies in competitions.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h assesses external influences and conditions for surf life saving competition prior to commencement and applies the rules and regulations of surf life saving at the beginner level ¿h makes consistent decisions and communicates these to competitors, other officials, coaches and spectators ¿h conveys a confident and friendly manner and maintains optimal position to marshal, start, judge and record events throughout the competition ¿h reports potential emergency situations and takes appropriate action to correct hazards and minimise risks.

SISSSWM301A TEACH THE COMPETITIVE STROKES OF SWIMMING
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach the competitive strokes of swimming. This unit focuses on planning, conducting and evaluating drills, activities and games to develop swimming strokes, starts, turns and finishes.
Required Reading: No required text
Assessment: Evidence of the following is essential: -plans and delivers information, explanations and demonstrations for swimming session to ensure activities are conducted safely according to participant needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the competitive strokes, starts, turns and finishes of swimming -uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSSWM302A PLAN A PROGRAM FOR A COMPETITIVE SWIMMER
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to plan a training program for a competitive swimmer. It focuses on the skills needed to develop a program which meets the needs of individual or groups of swimmers and involves planning for competitive swimming situations.
Required Reading: No required text
Assessment: Evidence of the following is essential: -assesses swimmer's needs and current training status and applies this information to develop individual profiles and

identify program requirements and objectives -develops programs for individuals and groups of competitive swimmers that incorporate drills, activities and games that are aimed to improve swimming performance -evaluates and modifies the training program according to swimmer's performance and required improvement.

SISSSWM303A TEACH THE ADVANCED SKILLS OF COMPETITIVE SWIMMING
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to use drills, activities and games to teach the advanced skills of swimming. This unit focuses on planning, conducting and evaluating drills, activities and games to develop advanced swimming skills of competitive swimming.
Required Reading: No required text
Assessment:-plans and delivers information, explanations and demonstrations for swimming session to ensure activities are conducted safely according to participant's needs and characteristics -observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the advanced skills of competitive swimming -uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles -evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISSTNS201A ASSIST IN CONDUCTING TENNIS ACTIVITIES FOR BEGINNER PLAYERS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to assist in the preparation and conduct of basic tennis activities for beginner players.
Required Reading: No required text
Assessment: Evidence of the following is essential: -assists in planning processes required for tennis activities and identifies individual roles, responsibilities and activity objectives in consultation with activity leader -interacts effectively with beginner level participants and communicates information about safety aspects -uses a variety teaching and coaching techniques to cater for a range of individual learning styles and monitors participant's performance throughout game-based tennis activities -contributes to the evaluation of tennis activities and reflects on own performance to identify areas that need improvement.

SISSTNS202A INTERPRET AND APPLY THE RULES OF TENNIS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to interpret and apply rules of tennis to support the role of court supervisor of non-umpired games such as local and junior games.
Required Reading: No required text
Assessment: Evidence of the following is essential: -interprets and applies tennis rules, etiquette and dress and equipment regulations -informs and supports players to observe tennis etiquette and rules in non-umpired games -monitors behaviour of players and spectators and manages issues or disputes appropriately to ensure tennis etiquette is maintained -seeks feedback on opportunities to improve approach and strategies used to support court supervision.

SISSTNS303A COACH STROKE PRODUCTION AND TACTICS FOR JUNIOR TENNIS PLAYERS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coach junior tennis players in fundamental stroke production and tactical strategies appropriate to singles and doubles.
Required Reading: No required text
Assessment: Evidence of the following is essential: -demonstrates technical tennis skills to support explanation of aspects of stroke production, major stroke types and tactics -analyses player progress and determines appropriate corrective strategies and improvement plans -structures sessions to provide appropriate skill progression and regression for individuals and groups -structures and delivers coaching activities to support and reinforce positive learning outcomes for junior players.

SISSTOU201A PERFORM THE INTERMEDIATE SKILLS OF TOUCH
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate skills of Touch. This unit focuses on the development and performance of Touch skills at an intermediate level during drills, activities, games and or competitions.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge and interpretation of Touch skills, rules, regulations and policies to perform and apply the skills at an intermediate level ¿h determines observable body movements for each stage of intermediate skills and links together and practices these during drills, activities, games and competitions ¿h communicates appropriately with team members, coach, referees and support staff throughout drills, activities, games and competitions, and responds to feedback ¿h reviews own and team's performance to identify strengths and areas requiring improvement or modifications.

SISSTOU202A PERFORM THE INTERMEDIATE TACTICS AND STRATEGIES OF TOUCH
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to perform the intermediate tactics and strategies of Touch. This unit focuses on the development and performance of Touch tactics and strategies at an intermediate level through the participation in activities, discussions and games.
Required Reading: No required text
Assessment: Evidence of the following is essential: ¿h utilises knowledge and interpretation of tactics and strategies of Touch, and relevant rules, regulations and policies to develop and follow game plans, and apply the tactics and strategies applicable to different positions at an intermediate level ¿h determines strengths and weaknesses of individual player or players and teams and psychologically prepares to apply tactics and strategies accordingly ¿h communicates appropriately with team members, coach, referees and support staff throughout activities and games, and responds to feedback ¿h reviews own and team's Touch performance to identify strengths and areas requiring improvement or modifications.

SISSTPB201A TEACH FUNDAMENTAL TENPIN BOWLING SKILLS
Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to teach the fundamental skills of tenpin bowling. This unit focuses on

planning, conducting and evaluating drills, activities and games to develop the skills of tenpin bowling to a fundamental level.

Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h plans and delivers information, explanations and demonstrations for tenpin bowling sessions to ensure activities are conducted safely according to participant's needs and characteristics ¿h observes and monitors the progress of participants and provides constructive feedback and intervention to improve and develop the fundamental skills of tenpin bowling ¿h uses and modifies teaching and coaching techniques and drills, activities and games to cater for a range of individual learning styles evaluates and reflects on own coaching performance to identify strengths, weaknesses and areas that need improvement.

SISXCAI101A PROVIDE EQUIPMENT FOR ACTIVITIES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare, use and store equipment for activities.

Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h identifies, confirms and carries out assigned duties according to own level of responsibility, and refers matters outside level of responsibility to appropriate personnel ¿h carries out allocated tasks according to instructions of responsible person and reports any difficulties with accessing and providing equipment for the planned sessions to appropriate personnel conveys information about essential safety aspects of equipment use for the session to assist and encourage participants to safely participate in the session.

SISXCAI102A ASSIST IN PREPARING AND CONDUCTING SPORT AND RECREATION SESSIONS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assist in the preparation and conduct of sessions within the sport and recreation industry. The unit also focuses on assisting the responsible person to monitor and evaluate the sessions.

Required Reading: No required text

Assessment: Evidence of the following is essential: -identifies, confirms and carries out assigned duties, according to own level of responsibility; referring to appropriate personnel when outside level of responsibility -carries out allocated tasks responsibly and in a non-discriminatory manner, according to instructions of responsible person and reporting difficulties to appropriate personnel -clearly conveys necessary information about essential aspects of the session to assist and encourage participants to participate fully -contributes to the evaluation of the session, suggesting how it could be improved and reflecting on own work performance.

SISXCAI303A PLAN AND CONDUCT SPORT AND RECREATION SESSIONS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and conduct a non-instructional sport and recreation session for a range of participants. The unit focuses on the ability to identify participant needs, develop a suitable session plan, then conduct and supervise the session in a safe manner. It requires the ability to resource the session, ensure the welfare and satisfaction of participants, and develop and maintain group cooperation and interaction during the session.

Required Reading: No required text

Assessment: Evidence of the following is essential: -plans and conducts sport and recreation sessions that reflect the needs of a range of participants, comply with budgetary restraints, and incorporate techniques to build group cohesion and balance individual and group needs -monitors session progress, applies negotiation and contingency-management techniques to deal with a range of problems and issues that may arise during the session, and makes adjustments in response to changing situations -evaluates and reflects on own work performance to identify ways in which session outcomes and benefits to participants can be improved.

SISXCAI304A PLAN AND CONDUCT SPORT AND RECREATION PROGRAMS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and conduct a range of non-instructional sport and recreation programs in a variety of contexts for a diversity of needs and situations. The unit focuses on the application of planning skills to develop a program to safely conduct and supervise a sport and recreation program for participants that takes into account participant needs and resource requirements.

Required Reading: No required text

Assessment: Evidence of the following is essential: -resources and delivers sport and recreation programs within budgetary constraints and demonstrates techniques to build group cohesion and balance individual and group needs -delivers monitors and adjusts sport and recreation programs that meet the needs of participants and responds to problems or issues that arise -provides positive feedback to enhance participant motivation and self-esteem -evaluates and reflects on own work performance to identify ways in which program outcomes and benefits can be improved.

SISXCAI305A CONDUCT INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply sport or activity-specific knowledge to plan, implement and evaluate long-term training programs designed to develop an individual's sporting capacity.

Required Reading: No required text

Assessment: -assesses participant needs, and develops a long-term training program to meet objectives -plans and conducts individualised training sessions that meet participant expectations, comply with legislative and organisational requirements, and demonstrate use of a range of training techniques -evaluates and modifies the training program according to feedback received and the results of evaluation procedures.

SISXCAI306A FACILITATE GROUPS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to establish a functional group within the context of a sport and recreation activity. The unit focuses on the ability to facilitate a group of clients participating in a sport and recreation activity or persons within a recreation organisation.

Required Reading: No required text

Assessment: Evidence of the following is essential: -identifies and clarifies group and individual goals and interacts effectively with group members who have diverse styles, aspirations, cultures and perspectives -analyses problems and barriers to group

development and participation, and develops appropriate strategies to address and resolve them -communicates clearly and concisely with the group and handles uncertainty and conflict in a positive manner before it adversely affects group performance -encourages group to openly propose, discuss and resolve issues and creates opportunities to celebrate and promote group and individual success by providing positive leadership.

SISXCAI507A PLAN AND IMPLEMENT HIGH PERFORMANCE

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to apply sport-specific knowledge to implement a high-performance training program designed to refine the skills and performance of individuals participating at a high level.
Required Reading: No required text
Assessment: Evidence of the following is essential: - assesses athlete's needs and develops and implements a training program to meet objectives for high-performance situations - plans training sessions that meet athlete expectations, comply with legislative and organisational requirements, and allow the candidate to demonstrate the use of training techniques used during a high-performance training program - applies knowledge of anatomy, physiology and biomechanics to the development of a high-performance training program - evaluates and modifies the training program according to feedback received and the results of evaluation procedures - monitors and manages competitive and or performance situations during a long-term program

SISXCCS201A PROVIDE CUSTOMER SERVICE

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to deliver quality customer service to customers. The unit focuses on the application of organisational policies and procedures to identify and effectively respond to customer needs and to promptly receive and respond to customer complaints.
Required Reading: No required text
Assessment: Evidence of the following is essential: -receives and responds to client requests and complaints according to organisational requirements and develops a rapport with clients by using communication strategies in the provision of customer service -interacts with clients professionally and in a non-discriminatory manner to provide quality customer service and resolve complaints within an appropriate timeframe.

SISXCCS402A COORDINATE CLIENT SERVICE ACTIVITIES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate client service activities. The unit focuses on the application of service standards to maintain and improve the level of service activities provided to clients.
Required Reading: No required text
Assessment: Evidence of the following is essential: -ensures delivery of client services to industry standards and in an appropriate timeframe -develops improved client service procedures based on analysis of client feedback -identifies staff training needs and arranges appropriate training.

SISXCCS403A DETERMINE NEEDS OF CLIENT POPULATIONS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to gather, analyse and interpret data to plan and evaluate client service relationships and develop methods of improvement.
Required Reading: No required text
Assessment: Evidence of the following is essential: -works within organisational systems to build knowledge of client population profiles and needs by using a range of sources to research and analyse client market segments and to identify issues of potential significance that may impact on the organisation's capacity to plan and deliver appropriate services -uses research knowledge to assess, plan and develop systems to deliver professional and quality service to client populations in an appropriate timeframe -modifies existing service-delivery systems in response to changes in client populations and client feedback within organisational quality improvement systems.

SISXCCS404A ADDRESS CLIENT NEEDS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit of competency describes the skills and knowledge required to source and evaluate evidence based research information and apply findings to the prescription of exercise management strategies to support the long and short term goals of clients with various identified medical conditions or musculoskeletal needs.
Required Reading: No required text
Assessment: Evidence of the following is essential: -interacts with clients professionally and in a non-discriminatory manner, using a client-centred approach to convey information about the organisation's services -identifies client needs, and develops and recommends customised solutions using appropriate communication strategies -interacts with a range of clients to identify their needs and develops a rapport with clients to obtain satisfactory outcomes.

SISXEMR201A RESPOND TO EMERGENCY SITUATIONS

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to recognise and respond appropriately in emergency situations, such as those caused by fire, accident or weather. The unit focuses on the application of organisational policies and procedures to maintain the welfare of participants in an activity in response to emergency situations.
Required Reading: No required text
Assessment: Evidence of the following is essential: -identifies and follows all organisational emergency procedures in relation to own work role and level of responsibility -responds to emergency situations safely and promptly with consideration for the welfare of all participants -applies contingency-management techniques to respond to emergencies -responds to different types of emergency situations relevant to the candidate's current or intended work situation.

SISXEMR402A COORDINATE EMERGENCY RESPONSES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to coordinate a response to an emergency situation according to an organisation's policies and procedures. The unit focuses on assessing emergency situations, implementing an emergency action plan, and coordinating a prompt and

effective response.

Required Reading: No required text

Assessment: Evidence of the following is essential: -identifies and implements organisational policies and procedures to assess and coordinate emergency responses promptly and safely -coordinates participatory arrangements for the management of the emergency response -completes all relevant documentation -evaluates and reflects on performance to identify ways in which emergency procedures can be improved.

SISXFAC201A MAINTAIN SPORT AND RECREATION EQUIPMENT FOR ACTIVITIES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake routine maintenance and minor repairs on sport and recreation equipment.

Required Reading: no required text

Assessment: Evidence of the following is essential: - works within own role and responsibility to safely and responsibly carry out minor maintenance tasks on sport and recreation equipment - refers equipment repairs and maintenance beyond own level of responsibility to relevant personnel within designated timeframes and monitors storage and condition of maintenance equipment - maintains records of repairs and maintenance.

SISXFAC202A MAINTAIN SPORT AND RECREATION FACILITIES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to maintain facilities within a sport and recreation context according to organisational policies and procedures.

Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h carries out cleaning, service and administrative tasks in facility areas according to organisational requirements and with minimal disruption to clients ¿h complies with safety requirements with respect to the use and storage of chemicals and the disposal of wastes ¿h reports hazards to appropriate personnel promptly and applies effective contingency-management techniques to respond to problems appropriately ¿h completes required documentation according to organisational requirements.

SISXFAC404A COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop a maintenance plan for a facility and coordinate the implementation and review of acquisition and maintenance requirements. It does not include specialist skills, but focuses on the need for managers to proactively plan for and manage the acquisition and maintenance of physical assets.

Required Reading: No required text

Assessment: Evidence of the following is essential: - develops, implements and documents maintenance plans to ensure that the condition and performance of equipment and facilities are maintained at optimal level to provide an effective service to users - liaises with and monitors the work of maintenance personnel and contractors to ensure quality outcomes and minimal disruption to service users - seeks feedback on the maintenance plan and modifies as

appropriate -uses knowledge of future needs of service provision to provide input into the selection of new equipment and facilities to improve service delivery to users.

SISXFAC405A PLAN AND PROVIDE SPORT AND RECREATIONAL SERVICES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to determine the sport and recreation services required by clients and to plan, implement and evaluate the services from a facility management perspective.

Required Reading: No required text

Assessment: Evidence of the following is essential: -plans and provides services within budgetary constraints that reflect the needs of a range of participants -monitors the provision of services and applies effective contingency-management techniques to deal with a range of new or changing situations that may arise, and makes adjustments in response to these changing situations -evaluates and makes recommendations on services and reflects on own work performance to identify ways in which service outcomes and benefits to participants can be improved.

SISXFAC506A MANAGE STOCK SUPPLY AND PURCHASE

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to establish and monitor stock control and stock-purchasing systems within a multi-use facility.

Required Reading: No required text

Assessment: Evidence of the following is essential: -works within organisational systems to develop, implement and document purchasing and stock-control systems, based on assessment of organisational stock requirements -monitors use of stock to identify patterns of demand, responds to changes in demand to adjust stock supply, identifies wastage and ways to minimise it, and documents stocktaking processes and outcomes within required timeframes -selects reputable suppliers based on product specifications, monitors quality and performance, and takes appropriate action as required -applies contingency-management techniques to deal with a range of order and supply issues that may affect the timely supply of required stock.

SISXIND101A WORK EFFECTIVELY IN SPORT AND RECREATION ENVIRONMENTS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to work effectively in a sport and recreation environment. The unit focuses on the application of industry knowledge and organisational work practices to support the completion of day-to-day work activities.No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading: No required text

Assessment: Evidence of the following is essential: -accesses information on the sport and recreation industry and applies knowledge of industry and own sector to the performance of own work role -interacts with a range of clients and staff according to industry standards of ethical practice -completes work tasks efficiently, within defined timeframes and responsibilities, and according to organisational policies and procedures -deals with contingencies according to own levels of responsibility.

SISXIND202A PROCESS ENTRY TRANSACTIONS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to process entry transactions in relation to a range of services provided in a range of facilities.

Required Reading: No required text

Assessment: Evidence of the following is essential: ¿h works within own area of responsibility to process client entry transactions in a professional and timely manner according to organisational policies and procedures ¿h applies security procedures to the conduct of all entry transactions and refers transactions outside area of responsibility to supervisor.

SISXIND403A ANALYSE PARTICIPATION PATTERNS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to analyse current participation patterns in sport, recreation or fitness activities. The unit focuses on reviewing and evaluating market penetration and identifying potential directions for future marketing to targeted specific market segments in order to increase participation levels.

Required Reading: No required text

Assessment: Evidence of the following is essential: -works within organisational guidelines and systems and applies marketing principles to build organisational knowledge -uses a range of sources to research and analyse participation patterns in key market segments of the sport and recreation industry and identify trends of potential significance to the organisation -analyses comparative importance of the variety of influences on participation levels and patterns for differing market segments and communicates observations and interpretations to colleagues and management -applies research knowledge to scope potential opportunities to increase participation and makes logical recommendations to colleagues and management.

SISXIND404A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply legislation relevant to organisational operations. The unit focuses on analysis and interpretation of relevant legislation to inform the review of current organisational systems to determine compliance with legal obligations and promote the modification or development and implementation of systems to promote business compliance.

Required Reading: No required text

Assessment: Evidence of the following is essential: -identifies and clarifies the implications of laws, legal requirements and organisational contracts on operating systems and services and seeks legal advice where appropriate -reviews current organisational systems to determine areas of operation that do not comply with laws and legal requirements, and documents and reports findings to appropriate personnel in a timely manner -makes recommendations to better promote compliance and supports staff in implementing policies and procedures that promote compliance with laws and legal requirements -anticipates problems or constraints that may affect the organisation's ability to comply with legal and contractual obligations and incorporates them into a contingency plan.

SISXIND405A CONDUCT PROJECTS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge

required to prepare for and conduct projects in specific activity areas, according to a project-management plan. It also involves undertaking contingency planning to enable the achievement of project outcomes.

Required Reading: No required text

Assessment: Evidence of the following is essential: -implements, monitors and reviews a project-management plan according to organisational recording and reporting systems -liaises with relevant personnel and allocates and coordinates project tasks and resources to maximise timely project outcomes -uses communication strategies and systems to encourage and maintain information flow and exchange between project team personnel -applies contingency-management techniques to deal with a range of problems and issues that may arise during the project and reports those outside own level of responsibility to relevant personnel -evaluates and reflects on own work performance to identify ways in which future project outcomes and benefits to the organisation and individuals can be improved.

SISXIND406A MANAGE PROJECTS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to scope, implement, monitor and evaluate project-management plans and outcomes in specific activity areas, ensuring all resources are available to achieve project goals and that the project complies with legislative and organisational requirements.

Required Reading: No required text

Assessment: Evidence of the following is essential: -applies the critical elements of project management in order to scope, develop, implement, monitor and review a project-management plan -develops a resource strategy and coordinates project tasks and resources to maximise timely outcomes for the project -uses communication strategies and systems to convey project responsibilities, encourage and maintain information flow and exchange, and build trust and respect within the project team -applies contingency-management techniques to deal with a range of problems and issues that may arise during the project and takes action to address these -evaluates and reflects on own work performance to identify ways in which future project outcomes and benefits to the organisation and individuals can be improved.

SISXIND507A MANAGE EDUCATION INITIATIVES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply strategic management skills to expand participation in a sport, recreation or fitness service by using information compiled about the market for current sport and recreation service delivery, and to develop educational strategies to act on recommendations to attract non-participants.

Required Reading: No required text

Assessment: Evidence of the following is essential: -uses organisational knowledge of key market segments and trends to implement, monitor and review education initiatives that expand participation in the relevant sport and recreation service -analyses comparative importance of the variety of influences on participation levels and patterns for differing market segments and uses observations and interpretations to respond to recommendations to expand participation -liaises with education providers to evaluate current initiatives and modifies these where appropriate.

SISXOHS101A FOLLOW OCCUPATIONAL HEALTH AND SAFETY POLICIES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply general occupational health and safety (OHS) requirements in the workplace. It describes generic OHS responsibilities applicable to employees without managerial or supervisory responsibilities.

Required Reading: No required text

Assessment: Evidence of the following is essential: -accesses and interprets relevant workplace safety information to carry out all work tasks safely and responsibly -addresses safety issues within the limits of own role and responsibility and identifies, clarifies and reports safety issues outside area of responsibility to appropriate personnel, including actual and potential hazards -contributes to participative arrangements for the management of the organisation's OHS program.

SISXOHS402A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to implement occupational health and safety (OHS) policies, procedures and programs within the context of an established organisational OHS system.

Required Reading: No required text

Assessment: Evidence of the following is essential: -works effectively within organisational management systems to implement and monitor OHS policies and apply and review risk-management procedures -conveys health and safety information to user groups using appropriate media and creates opportunities for group members to contribute to and participate in training -identifies the interrelationship between all aspects of organisational safety systems and implements and monitors all components to achieve a safe working environment -proposes recommendations to address inadequacies in health and safety management systems and applies contingency-management techniques to deal with a range of problems and issues.

SISXOHS503A ESTABLISH AND MAINTAIN OCCUPATIONAL HEALTH AND SAFETY SYSTEMS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary occupational health and safety (OHS) management practices. It focuses on the establishment and review of systems, policies and procedures designed to ensure a safe workplace. The unit specifically addresses, at an organisational level, the establishment of procedures applicable to risks that affect the health and safety of people, including staff, clients and spectators. Other risks that may impact upon an organisation, such as financial, professional and product liability, are addressed in the unit SISXRSK502A Manage organisational risks.

Required Reading: No required text

Assessment: Evidence of the following is essential: -establishes, implements, evaluates and makes ongoing improvements to a complete OHS system for a given industry operation according to regulatory requirements -develops comprehensive OHS system documents inclusive of policies, procedures, hazard identification and risk-assessment documents and undertakes extensive consultation -applies contingency-management techniques to respond to problems arising from OHS systems.

SISXRES301A PROVIDE PUBLIC EDUCATION ON THE USE OF RESOURCES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify and address problems in relation to use of activity resources, and to contribute to developing and conveying information to the public on the use of the resources.

Required Reading: No required text

Assessment: Evidence of the following is essential: -delivers educational programs to target user groups that encourage audience participation and interaction -evaluates educational programs to identify improvements and develop contingency plans -maintains and updates records of information and programs.

SISXRES403A USE RESOURCES EFFICIENTLY

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and use resources effectively. The unit includes assessing current use of resources; and planning, implementing and monitoring strategies to maximise the efficiency of resource usage.

Required Reading: No required text

Assessment: Evidence of the following is essential: -works within organisational systems to research and recommend options for efficient and viable use of resources that are congruent with the organisation's business and policy directions -develops and implements strategies to promote the efficient use of resources, and monitors and reviews changes in resource usage to modify strategies as required -applies effective contingency-management techniques according to own level of responsibility to respond to problems affecting implementation of resource usage.

SISXRSK301A UNDERTAKE RISK ANALYSIS OF ACTIVITIES

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to undertake a risk-management process in relation to an activity and in accordance with an organisation's risk-management policies and procedures. In this context, the risk-analysis process is conducted using structured analysis methodology according to the current Australian and New Zealand standard.

Required Reading: No required text

Assessment: Due to issues such as differences in risk associated with different client groups, different equipment, different locations and different environmental conditions, this unit of competency must be assessed through the analysis of risk associated with more than one activity (or one activity with different client groups and or in different locations) in order to ensure consistency of performance over the range statement and contexts applicable to risk analysis of activities.

SISXRSK502A MANAGE ORGANISATIONAL RISKS

Locations: Industry, Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a risk-management program for an organisation. It incorporates an assessment of potential risks facing the organisation and the development of strategies and procedures to mitigate risk situations according to the current Australian and New Zealand standard.

Required Reading: No required text

Assessment: Evidence of the following is essential: -works within organisational risk-management systems and objectives and complies with legislative requirements to undertake risk assessments that align with organisational risk-management policy

and operational requirements -accesses and clarifies information to: -identify and document organisational risk in each of the relevant classifications -develop an organisational management plan -assess, select and implement viable risk-treatment options -monitors the effectiveness of the plan and applies contingency-management techniques to deal with a range of changing circumstances that may alter the management of organisational risk.

SITHCCC021B HANDLE AND SERVE CHEESE

Locations: Footscray Nicholson, Industry.
Prerequisites:SITXOHS002A - FOLLOW WORKPLACE HYGIENE PROCEDURES
Description: This unit describes the performance outcomes, skills and knowledge required to identify, handle and present cheese. Cheeses may include milk-based products from cows, sheep, goats or buffalo, or alternatives such as soy. They may be traditional, contemporary or specialist and may be locally produced or imported. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Required Reading: Dodgshun, G., Peters, M. (2006). Cookery for the hospitality industry. England: Cambridge Uni Press England: Cambridge Uni Press School of Hosp & Tourism. (2009). Cert III in Commercial Cookery Manual. Melbourne: Vic Uni
Assessment: Direct observation, sampling, test and portfolio

SITXENV002A IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

Locations: Industry, Footscray Park.
Prerequisites: Nil.
Description: This unit describes the performance outcomes, skills and knowledge required to analyse environmentally sustainable work practices effectively. It requires the ability to analyse current work practices, seek information from key stakeholders and specialists, set improvement targets, implement improvements and monitor their effectiveness. The unit is the second of three hierarchical service industry units that describe varying levels of participation in work practices that contribute to environmental sustainability. It is equivalent to GCSSUS02A from the Generic Guideline units for Sustainability.
Required Reading:no required text
Assessment:- project or work activities that show candidate's ability to analyse environmentally sustainable work practices, set improvement targets, implement improvements and monitor their effectiveness - knowledge of external benchmarks and how these can be applied to the workplace to improve environmental sustainability - knowledge of how to access information on the current range of legislation, regulations and industry codes and ability to interpret the requirements clearly as they relate to the business operation - knowledge of general environmental impacts and issues associated with service industry operations, minimal impact techniques and procedures and their application within the workplace - project or work activities conducted over a commercially realistic period of time so that the analysis, implementation and monitoring aspects of this unit can be assessed.

VPAU073 USE A RANGE OF TECHNIQUES TO SOLVE MATHEMATICAL PROBLEMS

Prerequisites: Nil.
Description: The purpose of this unit is to provide learners with the knowledge and skills to use a range of specialist techniques and concepts to solve mathematical problems.
Required Reading:-
Assessment: The critical aspects for assessment and evidence required to demonstrate

competency in this unit is proof that the learner has the ability to apply a wide range of strategies and techniques to solve mathematical problems, demonstrate estimating skills to check calculations and reasonableness of outcomes and use mathematical symbolism, charts, diagrams and graphs as appropriate to convey mathematical thinking and processing. The anticipated methods of assessment will be, diagrams and models created by the learner, practical demonstration, records of teacher observations of learner's activities, discussions and practical tasks, self-assessment sheets and online responses, written and verbal reports of investigations and problem-solving activities.

VPAU430 WORK WITHIN A MYOTHERAPY FRAMEWORK

Locations: Footscray Park, Whitten Oval - Footscray.
Prerequisites: Nil.
Description: This unit is designed to provide the skills and knowledge to enable the participant to work effectively within a myotherapy framework. It assumes that the participant already has the competency to work within a massage framework. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.
Required Reading: No required text

VPAU431 APPLY MYOTHERAPY CLINICAL ASSESSMENT FRAMEWORK

Locations: Footscray Park, Whitten Oavl - Footscray.
Prerequisites: Nil.
Description: This unit is designed to interpret information gathered during an examination and make an accurate assessment for myotherapy treatment. It assumes that the participant already has the competency to apply a remedial massage assessment framework. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.
Required Reading: No required text

VPAU432 PERFORM MYOTHERAPY CLINICAL ASSESSMENT

Locations: Footscray Park, Whitten Oval - Footscray.
Prerequisites: Nil.
Description: This unit is designed to provide the knowledge and skills required to observe the condition of the client and gather information in order to provide myotherapy treatment. It assumes that the participant already has the competency to perform remedial massage health assessment. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.
Required Reading: No required text

VPAU433 PLAN MYOTHERAPY TREATMENT STRATEGY

Locations: Footscray Park, Whitten Oval - Footscray.
Prerequisites: Nil.
Description: This unit is designed to provide the knowledge and skills required to enable the participant to prepare for myotherapy treatment and to negotiate with client the planning of myotherapy treatment. It assumes that the participant already has the competency to plan remedial massage treatment strategies. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.
Required Reading: No required text

VPAU434 PROVIDE MYOTHERAPY TREATMENT

Locations: Industry, Whitten Oval.

Prerequisites: Nil.

Description: This unit is designed to provide the knowledge and skills required to required to administer myotherapy treatment according to the techniques and practices of a myotherapy framework. It assumes that the participant already has the competency to provide remedial massage treatment. There are no licensing requirements related to this unit, but there are a range of State and Federal laws and regulations that relate to its practice by a myotherapist.

Required Reading:nil